

CANADIAN COUNSELLING and PSYCHOTHERAPY ASSOCIATION
Creative Arts in Counselling Chapter

Annual General Meeting

May 11th, 2018

4:30 pm - 6:30 pm (Social event with warm-up activity food and drinks)

East India Pub & Eatery

349 York Ave., Winnipeg MB

CCPA 2018 Conference

- Every member is invited**
- Check out our chapter display table**
 - Friday May 11th 11:15: 1:00pm

AGENDA

1. Pass around contact list for those present at the 2018 AGM
In attendance : Gabrielle Gingras, Melody Newcomb, Renée Saurette, Lee-Anne Adams, Charles Chenaud, Miriam Duff
2. Introductions: Executive and Attendees at the AGM
3. Opening Remarks
Gabrielle welcomed everyone, thanks the executive, as well as executive members not present.
4. Pass minutes from 2017 AGM
Moved by Melody
Seconded by Charles
Passed by acclamation
5. Executive Reports
 - 5.1. President's Report
Connecting + Networking
 - One of our objectives this year was to engage in platforms to share ideas, open dialogue, and the challenge of being a national chapter. Facebook, Instagram, Pinterest, have been useful on top of email communication. Rowena Tam is working diligently with our social media account.
 - The networking event in partnership with the QCA at McKibbins Irish Pub was a successful event. There was someone from almost all CATs modality present. Allowed for new members to join mailing list, prospective students and professionals debating getting more training. The evening was informative and laid back. We are thinking of

hosting a yearly event. CAC and QCA paid for refreshments, great way to promote what we do to other mental health practitioners.

- Member Survey – Many surveys were shared with the membership this year.
 - 1) The first survey was sent out in June 2017, to assess the memberships' needs so that the executive can create meaningful and initiatives that can benefit the members. Connecting & Networking, Advocation for our profession and Increase focus on Research were the three main areas of interest. The executive created a strategic plan to guide their initiatives around these topics.
 - 2) For the second survey, the executive collaborated with the Technology and Innovation Solutions Chapter and sent out a survey to know how technology is used in our practice, the limitations and ethical considerations. The goal of the survey was to collect information that will be used to create a comprehensive guideline for the use of technology in counselling and the creative arts therapies.
 - 3) The third survey concerned changing the Chapter name. In the 2015 survey and area of concern from our membership was our chapter name. Psychotherapists felt left out with current name,. A survey was sent out for our membership to vote on changing out name in early 2018, 75% percent of membership agreed to change the chapter name to Creative Arts in Counselling and Psychotherapy (will mean we revamp our website and flyers). Essential for advocating our joint professional identity.
- Artist trading cards (2014 was successful). We tried to revive. It fell flat this year, even though big push through email and social media. We can discuss further later – to bring forward projects/activities our member want to engage in, rather than push anything on our members.
- Implemented Student, professional and research bursaries. Renée compiled the list of schools and organizations. Gabrielle compiled the applications, Melody put together the review committee and Gabrielle coordinated deadlines and the bling review process. Winners are Ingrid Wissink (student) to present at a conference (44th music therapy conference), Beth Newell (Professional) for her Flying Project. Research project bursary only had one applicant. Did not meet criteria. We will ask recipients to write how funding supported them.
- Panel discussion at the CCPA conference. “I know more than I can say” how different professions work with the creative arts therapies, educate, demystify, and broaden perspectives for the pubic of creative arts in clinical practice. Advocating to others. Increase our presence/educate other fields about our modalities.

5.2. Director of Communications Report

This year's efforts were put towards researching other schools, contacts, organizations to reach out to for events and bursaries, etc. The newsletter, continue to find material from membership to cover all modalities, ongoing target goal. And support with AGM prep.

5.3. Communication Specialist Report

Rowena – connecting with members through social media. Research articles shared through this platform to our membership. Research Mondays, articles shared on facebook. Spotlight member were initiated with the help of Gabrielle, once a month, featured on facebook. Shares about their work, population, and joys& struggles. Addition of pinterest and Instagram. Regularity of posts and increased presence on the platforms have been successful. 150 more followers on facebook this year.

5.4. Treasurer's Report

Financially, doing well as a chapter. (Review of Sonomi's report). Extra revenue projected (see budget). Last year, more people have applied for nutrition breaks (local social networking event) CAC is willing to provide money for food and beverage. No one applied this year. How to engage in our membership. Last year we had a draw for 200\$ to submit an article. Projected revenue is higher, we have excess because not able to reach out members to support (we want to give back, but they are not grasping at funding opportunities this year). Sonomi does a great job of keeping track of our budget, making sure we don't overspend.

5.5. Professional Resource Database Coordinator's Report

Upon entering chapter, Melody learned that our Member Planet project (worked on several years by Philiana Wong), could not continue as it was against CCPA policy because information is stored in the USA. CCPA would want us to flip to their platform in 18months to 2 years. Currently, we are posting on the discussion board of the CCPA web page. As time goes on, Karina Albert will be able to make more connectable and user friendly tools. Dashboard and connection forum (currently confusing). We were solicited by the CCPA to give feedback about what features we would like. Member Planet was starting to flourish and develop when we had to discontinue which is disappointing, but it motivated the CCPA to revamp their website. We are back at square one because of the current policies in place and look forward to innovating new ways to connect.

5.6. Special Projects Coordinator's Report

Honoré France Rodriguez is stepping down from this role. Proposed special project – chapter members to gather together and write a special edition for a research publication. Honoré is changing avenues, leaving his current position. Moving towards spirituality and writing.

6. Review member discussion from last year's AGM

- Someone had asked about possibility of having a reduced rate for someone joining many chapters. At this point, not possible because of complications of how to divvy up fees. Added on the wishlist for the new website – capacity to join a chapter online (currently by mail or by phone).
- Jennifer requested providing a list of supervisors in each province. This is accessible through the CCPA website already.

- Someone requested to be connected with professionals involved in somatic practices. This was possible through member planet. We are looking into how we can publish this on the forums and boards of the CCPA website. Still in the works.
- Creating evidence based practice. This is in part what motivated our Panel presentation at the 2018 CCPA conference. We continue to invite our members to share with us what is valuable to them.
- Bridges to be made between psychotherapy, CATs, make information available to our members. Research in progress.
- Leah – special projects coordinator – giving visibility, demystify to ppl outside our field. Educational tool. Gabrielle suggested tools such as “when do you refer to each modality” for doctors, psychologists, etc. Materials we can share amongst ourselves, used as a common tool rather than creating for each individual. – Charles asked what the link with CATA is, was included in the work with past president, and Lucille Proulx, how are we building resources for the next generation, to know who the leaders are, what has been accomplished. In Alberta, work being done to work all together. Gabrielle agrees, we should be in contact with other organizations. However, how to pool together as a community, when members pay for respective associations. Different associations have different perks and offerings. Wonder about suggestions. Charles explains that the Alberta college of social workers works with the national social work network each region works with different activities. What is the CCPA doing, how do we work together, make it accessible to everyone? Gabrielle suggests, we should open up a dialogue about how to share resources. Miriam says : used to be a feature of the newsletter all the events available to members (CATA, CCPA, Music Therapists), a whole page and large budget was put towards printing and mailing the newsletter, tangible way of presence, it was a way of engaging people. Ways of connecting, and ways of meeting. Example of Charles’ presentation occurring at same time as CAC panel (could this have been avoided if known ahead of time?). Our panel will be filmed, and shared with members afterwards.
- Miriam notes, CCPA has lack of presence and lack of inclusion here. Funny that we have competing workshops. Would be good to be brought up with national office. In past, artist cards was a way to open up the chapter to the membership (was an ongoing activity at the table throughout the conference). Gabrielle suggests launching again the artist trading cards but at the conference. Exciting to meet and create with people face to face, online makes it difficult for people to engage in creative activities.
- Change in privacy laws – change for email, need confirmation from members. Everything goes through national office. Invitation to get involved in the chapter:

6.1. Executive Committee

6.1.1. Treasure (New term beginning May 2018)

Someone is potentially interested. Sonomi is in communication with them about a potential transition into the role of treasurer.

6.1.2. Special Projects Coordinator (new term beginning May 2018)

6.2. Members at Large and possible Sub-Committees of the Executive

Example, bursaries: review the evaluation package, reach out to membership to apply, have previous winners write about contribution to project received. (this could be done by someone three months of the year, crunch time, no need to be part of the monthly teleconference.)

Also someone to take care of spotlight member once a month.

7. Elections for positions
8. New Business & Open discussion on direction of chapter

Gabrielle proposed the new name, “Creative Arts in Counselling and Psychotherapy”

Miriam moved

Charles seconded

Accepted by acclamation

Gabrielle states we will continue our work, bursaries, member contact, newsletter. Gabrielle suggests we add initiative to create a logo for the chapter and a roll out poster to have more visual presence. Could also be a travelling poster for other special events. Consolidating our presence. Miriam wonders if we need to check in with the national office to see if there are parameters we need to follow. Gabrielle checked in with Karina Albert, she says we are allowed to have a logo. Does the poster have to be bilingual? (inquire, but yes, would be great), apparently National office pays for translation.

Charles brings up wanting to know who does what, wanting to know about what the other members do. Define each modality better.

Miriam brings up website, “talking can help” that has explanations of each field. We can use this tool and build on it. Gabrielle suggests we network with each association. NADTA, Music therapists IEATA, all definitions together in a single brochure – where does your client fit. Who are we, what do we do, where are we going, when to refer? Etc. A reference pamphlet – one for general public, one for practitioners with different slants. To have common jargon, that we can all use and recognize.

Looking for support to reach out regional CATs for special events.

9. Member Announcements (upcoming events)
10. Closing remarks

Gabrielle thanked everyone for attending the AGM and invited them to connect through email and to get engaged in our social media initiatives.

Meeting adjourned at 6:11pm

Seconded by Charles

Minutes recorded by Renée Saurette, Director of Communications

Creative Arts in Counselling Official Executive Reports: May 2018

President Report: Gabrielle Gingras

Having completed one term as President of this chapter, I continue to be impressed by the talent, passion, and dedication of our members and the incredible work they are doing in their communities. The CAC executive works very hard, holding monthly teleconferences and volunteering their time to push forward initiatives that benefit our members. Our talented executive members are Renée Saurette (Communications Director), Melody Newcomb (Database Coordinator), Leah Lewis (Board Liaison), Rowena Tam (Communication Specialist) Hailey Tallman (secretary), Sonomi Tanaka (treasurer), Honoré Frances Rodriguez (Special event coordinator) ,

Membership Survey

A survey was sent out to all chapter members in June 2017 in order to identify initiatives and projects to invest our energy and resources towards for the upcoming year. This was done in an effort to ensure that the chapter is working toward developing the projects that will be meaningful and helpful to our members. The related goals identified were : (a) Connecting and Networking *to increase contact and dialogue among members* and (b) *Advocating for our professions* (c) *Increase Focus on Research*. A strategic plan was put into place and projects were further developed and implemented by the executive.

1. Connecting with Members

The CAC executive continues to engage and connect with members through email correspondence, our Facebook page (monitored/curated by Rowena Tam), and our annual newsletter created by Renée Saurette. We are committed to promoting growth in our chapter and encourage the professional development of our members. We have been alerted to workshops and other professional development opportunities that would be beneficial to our members, and have sent these notices to our members by email and via our chapter Facebook page.

2. Social Networking Event in Montreal with the QCA Chapter

The CAC Chapter in collaboration with the QCA, organized a social networking event for students interested in learning more about the field of counseling and psychotherapy. The event was held in Montreal at Mc Kibbin's Irish pub on April 13th 2018, and featured eight seasoned professionals from various fields (4 creative arts specialists) to share their knowledge and answer the questions of the participants. There were over 25 people who attended the venue, and a mailing list was created to involve the participants in our chapter. The event was a great success and might become an annual collaborative event as it proved to be an effective way to reach out to new members and connect with colleagues. The CAC chapter sponsored this event, offering our support in providing food and beverages to those attending.

3. Survey on The use of Technology in Creative Arts Therapies

The creative arts therapies chapter collaborated with the Technology and Innovation Solutions chapter by creating and sending out a survey to its members on the use of technology in their field. The goal of the survey was to gather information to help build a comprehensive guideline on the use on creative arts in technology. These guideline will help support members of our chapter who use technology in their practice by providing information concerning ethics and best practice.

4. Artists Trading Cards

The executive worked hard to launch an artist card exchange for the membership as a fun and creative way to connect with like-minded individuals from across Canada. Unfortunately, the initiative was put on hold due to low participation. The executive is re-evaluating the purpose of this initiative and brainstorming ways to get members to engage.

5. Changing the Chapter Name

The results compiled from the 2015 and 2017 survey highlighted that our chapter name "Creative Arts in Counselling" did not necessarily reflect the professional identity of our members. The executive discussed the issue and decided that a more inclusive name would help promote growth for our chapter and would play an essential role in advocating for our profession. Gabrielle contacted the CCPA and received the information on the steps to follow for this project. A survey was sent out, and 75% voted in favor of changing the chapter name to Creative Arts in Counselling and Psychotherapy. The final vote will take place during the 2018 AGM.

6. Professional and Student and Research Bursaries

These bursaries were created to provide our members with support and assistance in pursuing projects/experiences that advance education and practice in the use of creative arts in counseling and psychotherapy. This year, Gabrielle pursued the bursary project with the addition of a research bursary to reach more members and broaden interests and professional development in that area. Three bursaries are available: (a) Research Bursary (b) Professional Project, and (c) Student Assistance. With the help of the executive, Melody put together an evaluating committee, Gabrielle organized deadlines, and assisted with the promotion of this initiative. Renée compiled a list of training institutions and organizations that would benefit from receiving information on these bursaries and has sent the necessary documentation to spread the word. Rowena created promotional material to be sent out via email to our membership. We are very excited about this new initiative that gives back to our membership and encourages the productivity and professional growth of our members about their creative arts in counseling/psychotherapy practice and the community as a whole.

After a blind review process of the applications, our recipients have been identified! The recipient of our Professional Project Bursary is Beth Newel, and the recipient of our Student Bursary is Ingrid Wissink. Congratulations! We can't wait to hear about your progress on your respective projects, and to share this information with our members in next year's newsletter! Unfortunately there was only one application for the research bursary and it didn't meet the criteria or standards.

7. Panel Presentation

The Chapter is facilitating a panel presentation for the 2018 conference. The title of the panel is **“I Know More Than I Can Say: Five Creative Arts Therapies in Clinical Practice”** and aims to deepen the attendees understanding of the use of creative arts therapies in clinical practice. Gabrielle developed a clinical case study to help guide the panelist and questions, prior to the panel to increase a professional and focused discussion. The five panelists from different professional backgrounds in the creative arts highlighted the similarities and differences in their approach in assessment, treatment plan and interventions specific to the client, in clinical setting.

8. Conference Planning!

-We are very excited to bring our members together with this year’s AGM and Social event at the 2018 CCPA conference! Our AGM/Social Event will take place in a local Indian restaurant where we will reflect on our year, look at our goals for the upcoming term and indulge in delicious refreshments.

-The executive will be representing our chapter at the Chapter Display Booth, where we will discuss our chapter’s mandate, goals and successful initiatives with conference delegates.

Director of Communications Report: Renée Saurette

-The CAC executive continues to engage and connect with members through email correspondence, our Facebook page (monitored/curated by Renée Saurette), and our annual newsletter.

-Renée has reached out to members to submit articles, artwork, creative responses, and any information about trainings that could benefit our creative arts therapies membership.

-Renée sent the bursary information to a number of relevant institutions and organizations.

Communications Specialist Report Rowena Tam

We continue to strive to give members a venue to connect, share ideas, continue their development as a counselor/therapist, and feel supported across the country. To meet this goal we have created a Communications Specialist position in November which is lead by Rowena Tam. Since November, the chapter has introduced a myriad of active means for members to engage in. Social media platforms such as Facebook have drawn a popular following with member and non-members totaling at 383 (as of March 11, 2018). Every Monday, a published and accessible research article concerning each creative arts modality (art, drama, dance/movement, and music) is shared for readers to foster shared learning among the creative arts in counseling and psychotherapy community. Experiential workshops, educational courses, and everyday articles are also posted on Facebook to keep members up-to-date with current events. The most recent launch of a "Spotlight Member" on the platforms connects chapter members from across the association in discovering more about their colleagues, their journey and mental health practice within Canada. Lastly, the Instagram and Pinterest account with the shared handle @creativeartschapter were established at the end of 2017 to provide members with inspiration working with creative arts interventions, inspirational quotes, resources, and training.

Professional Resource Database Coordinator's Report: Melody Newcomb

The online professional database that was developed by Philiana Wong, the past Professional Database Coordinator, and was designed to organize the professional identities, contact information, and current work of our membership by region. The purpose of this database was to help members connect with one another and keep up to date with the professional practice of our colleagues. Unfortunately, the database was dissolved in 2017 as it needed to be transitioned to a new platform for security reasons. Melody joined the chapter as the new Database Coordinator during this transition and has been working hard to find a new platform with similar features that maintains information storage in Canada. Melody has also coordinated meetings with the Karina Albert from the CCPA to learn more about the developments of the new CCPA website and to investigate how to optimize the use of the features already present on the CCPA website for our members. Melody has been using the CAC workspace and discussion forum to engage with our members.

The database is still a work in progress and the CAC executive is looking forward to the revamped CCPA website that will help everyone connect easily in their area by (a) allowing members to search for individuals who practice a specific Creative Arts Therapies profession in their area/city, (b) contact with them via the information they provide, (c) find out events specific to creative arts therapies, (d) begin discussions, post interesting articles and more!

Special Projects Coordinator's Report: Honoré Frances-Rodriguez

In the position as Special Projects Coordinator, Honoré contributed a wonderful article for our Newsletter. Honoré also proposed a special project involving connecting with academic journals and proposing a special edition from our chapter's members. Although Honoré will not be continuing this position, we believe that it is a project which is relevant to the goals of our chapter and that the next special project coordinator might want to undertake.

Treasurer Report: Sonomi Tanaka

Treasurer's Report: January 2017 – January 2018

Respectfully Submitted by Sonomi Tanaka, Treasurer

This was my third term as treasurer and I have had a wonderful time working with Gabrielle Gingras, the president of CAC, drafting projected budgets and the rest of the CAC executive in figuring out ways to best allocate the member funds to initiatives that can help members.

Unfortunately, I will be stepping down from the role of treasurer as I am going on maternity leave. I will be able to stay on as advisor to whoever would like to take up the mantle of CAC treasurer next!

**Canadian Counselling and Psychotherapy Association
CREATIVE ARTS IN COUNSELLING CHAPTER**

Revenues:

Counselling Chapter Dues (July 2016 – January 2017).....
\$2,029.72

Deposited March 27th, 2017

Counselling Chapter Dues (February 2017 - July 2017).....
\$1,687.05

Deposited September 11th 2017

TOTAL Creative Arts in Counselling Chapter Dues received during 2017.....
\$3,716.77

Expenses for 2017

Bank Fees

.....
\$52.50

Executive AGM

Reimbursement..... \$700.00

AGM Social

Event.....
\$235.41

Student

Bursary.....
\$300.00

Professional

Bursary.....
\$300.00

NADTA Conference Event

Support..... \$100.00

Teleconference Calls

.....
\$170.79

(automatically deducted by CCPA from dues so not included in total expenses)

TOTAL EXPENSES

.....
\$1687.91

Account Balance as of January 2017.....
\$3,696.20

Account Balance as of January 2018.....
 \$5,725.06

Projected Budget for 2018

Counselling Chapter Dues (July 2017 – January 2018).....
 \$2,237.16

Deposited March 22, 2018

Account Balance as of March 29, 2018.....
 \$7954.72

Student
 Bursary.....
 \$300.00

Professional
 Bursary.....
 \$300.00

AGM event
 expenses.....
 \$360.00

Special Event Sponsorship
 (CAC/QCA)..... \$225.25

Newsletter.....
 \$150.00

Executive conference reimbursement.....
 \$1,000.00

Bank
 Fees.....
 \$45.00

Teleconference
 expenses.....
 \$200.00

Chapter
 Float.....
 \$500.00

Wind Down
 Fund.....
 \$700.00

**Excess of Revenue after projected Expenses.....
 \$4174.47**

