

<u>CANADIAN COUNSELLING and PSYCHOTHERAPY ASSOCIATION</u> Creative Arts in Counselling Chapter
Annual General Meeting
May 17th, 2017 4:45-5:30 pm (Social event with food and art making to follow until 6:30 pm)
Pi Gourmet 10 Kings Rd., St. John's NL CCPA 2017 Conference
<ul style="list-style-type: none">• Every member is invited• Check out our chapter display table<ul style="list-style-type: none">○ Wednesday May 17: 12:00pm – 1:30pm○ Thursday May 18: 1:30pm-3:15pm

MINUTES

1. Pass around contact list for those present at 2017 AGM

Attendees included: Jennifer Finestone, Gabrielle Gingras, Lori Clarke, Leah Lewis, Shea Wood, Christine Hartlin, Janis Campbell, Madeleine Delittle, Christina Dove.

2. Introductions: Executive and Attendees at the AGM

Shea welcomed CAC AGM attendees and invited each member to share briefly their name and the type of work in which they were engaged.

3. Opening Remarks

Shea acknowledged the purpose of the meeting, to reflect on what has been accomplished in the previous term, to elect new members to the executive, and to discuss the future direction of the chapter. Shea brought attention to the hard work of the executive.

4. Pass minutes from 2016 AGM

Moved by Shea Wood

Seconded by Jennifer Finestone

Passed unanimously by acclamation.

5. Executive Reports

5.1 President's Report

- Shea stated that all of the initiatives of the chapter are built on the two primary goals of the executive which are to connect with members and to share resources.
- Shea highlighted that for connecting with our members, we have our Facebook group and send out emails. Philiana Wong has also developed a group for the CAC on Member Planet. Philiana is working on finding a way to search for members by location and profession to make it easier to connect with members in

meaningful ways.

- Shea stated that our chapter committed to supporting two nutrition breaks, one for an art hive initiative by Leah and one for NADTA in Winnipeg. The chapter is invested in using their dues for new initiatives.
- Leah added that it was a nice way to add visibility and advertise the chapter to increase interest in membership.
- Shea stated that the biggest new initiative from our chapter is the bursaries for a student and a professional project. An award of 300\$ was given to each of the recipients. A brief description of the projects will be included in our newsletter.
- Madeleine inquired about the different chapter fees.
- Shea mentioned that the fees are based on the initiatives that are put forward by the various chapters and how much they advocate for their chapter.
- Shea- Bring this point at the presidents' meeting and suggest a possible package or discount for those who wish to join more than one chapter.

5.2 Director of Communications' Report

- Shea mentioned that the director of communications is working diligently on the newsletter which will be sent out in electronic format and that a hard copy can be mailed as well.
- Madeleine inquired if there was a deadline for the newsletter.
- Shea mentioned that the newsletter comes out annually in the spring, but we have bulletins issued more regularly. If anyone has something they would like to share with the members they can send us an email and it will be forwarded out to our membership in the next bulletin.

5.3 Treasurer's Report

- Shea handed to the attendees a document overviewing the yearly budget and expenditures. The report will be sent out by email in the AGM report.

5.4 Professional Resource Database Coordinator's Report

5.5 Special Projects Coordinator's Report

- Leah will be stepping down as special projects coordinator and will be taking on the role of board liaison.
- Leah mentioned that she hosted an art hive and community-based practice event with Janis as the principal lecturer.
- Leah further discussed the development of the regulatory bodies in the Atlantic provinces. A move is being made for creative arts therapists to be part of these regulatory bodies which will have a great impact on the profession. Institutions will be willing to hire creative arts professionals, and with time insurance companies will most probably be covered in the future.
- Leah is making sure that the creative arts therapists are included.

6. Review member discussion from last year's AGM

7. Invitation to get involved in the chapter:

- Shea invited the members to participate in the available positions on the executive.
- Lori is willing to help with small contained projects.
- Leah and Gabrielle shared their experience in their respective roles.

7.1 Executive Committee

- Secretary (new term beginning May 2017) - No expressed interest
- Treasurer (new term beginning May 2017) -No expressed interest

7.2 Members at Large and Possible Sub-Committees of the Executive

- Christina expressed that she would like to get involved in a sub-committee for a special project.

8. Elections for positions

- President
- Gabrielle has been the secretary on the executive for the last year.
- Shea made the motion to elect Gabrielle
- Second by Leah
- Passed by acclamation

9. Newly-Elected President Address

- Gabrielle expressed her enthusiasm for this new role and shared that she looked forward to keeping the initiatives already in motion and creating new projects sourced from the needs of the members at large. Gabrielle thanked Shea for her mentoring and support.

10. New Business & Open Discussion on Direction of Chapter

- Jennifer- List of people to provide supervision in the different provinces.
- Lori stated that she would like to connect with anyone involved in somatic practices.
- Madeleine- Promote how the body informs the mind and well-being. Creating an evidence-based practice.
- Jennifer- Piggyback on research that is already established. Bridges to be made between modalities.
- Lori- A short documentary film that interviews different practitioners and that features clients with some practice presentations.
- Leah- Ask the university to help create a series of videos as part of a course. Psycho-education approach.
- Shea- Create tools that can be useful to all the membership. The new special projects coordinator can spearhead the development of such a project.

11. Member Announcements (upcoming events etc.)

12. Closing Remarks

Shea thanked everyone for attending and contributing to the AGM. Shea invited the attendees to connect via email or member planet if any ideas came forth for the upcoming year.

Meeting adjourned at 5:55 pm.

Minutes recorded by Gabrielle Gingras

12. Food and Art-Making Social Event

- Art-making activity will possibly be saved for next year

Creative Arts in Counselling Official Executive Reports: May 2017

President Report: Shea Wood

For the past two years, I have been proud to work alongside my fellow colleagues who make up the executive of the CAC Chapter. This executive works very hard, holding monthly teleconferences and volunteering their time to push forward initiatives that benefit our members. Every month I look forward to collaborating with this wonderful executive: Sonomi Tanaka, Renée Saurette, Gabrielle Gingras, Philiana Wong, Leah Lewis, and John Driscoll.

Two related goals have been identified by our membership as important areas of focus: (a) *To increase contact and dialogue among members* and (b) *To support opportunities for professional development and the sharing of resources*. This past year, on behalf of the membership, we have developed and executed some meaningful initiatives that work toward these goals:

1. Connecting with Members

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

An online professional database has been developed by Philiana, and it is designed to organize the professional identities, contact information, and current work of our membership by region. The purpose of this database is to help members connect with one another and keep up to date with the professional practice of our fellow colleagues (more information provided by Philiana in her report).

3. Assisting Creative Arts Initiatives Across Canada:

- Leah Lewis organized a creative arts event related to developing a Community Art Hive with the counselling students at Memorial University of Newfoundland, which included a guest speaker from Montreal, art therapist Janis Timm-Bottos. The CAC chapter sponsored the nutrition breaks at this event, offering our support in providing snacks to those attending the event.
- The CAC chapter has committed to sponsoring snack breaks at the upcoming Canadian Regional Drama Therapy conference in Winnipeg this June.

4. A Shift in the Executive Structure

For a variety of reasons, the executive has decided to dissolve the role of Provincial Representative. Some of the reasons include: the role being somewhat ambiguous and undefined due to the different needs of the provinces/territories; the minimal degree to which members were contacting provincial reps for information or resources, and low involvement of reps with the CAC executive; the fact that we are moving forward with a members database/group that will allow members to connect with one another directly without needing to go through a Provincial Rep. We invited all Provincial Reps who would like to stay involved with the executive to step forward to take on one of the positions becoming available in the spring, or join the executive as a member at large to assist with exciting upcoming projects and initiatives.

5. Professional and Student Bursaries

I spearheaded the development of our newest initiative: member 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 counselling and psychotherapy. Two bursaries were available in this inaugural year: (a) Professional Project, and (b) Student Assistance. We were very excited about this new initiative that gives back to our membership and encourages the productivity and professional growth of our members in relation to their creative arts in counselling/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 Bing-Yi Pan, and the recipient of our Student Bursary is Amber Regier. 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!

6. Conference Planning!

- We are very excited to bring our members together with this year's AGM and Social event at the 2017 CCPA conference! Our AGM/Social Event will take place in a local pizzeria where we will reflect on our year, look at our goals for the upcoming term, and share in some art-making and 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.
- The CAC chapter has been included in this year's "Conversation Café", where executive members will be on hand to discuss the Creative Arts in Counselling/Psychotherapy across Canada and engage in a meaningful discussion regarding the future of the Creative Arts Therapies in Canada.

As I near the end of my second and final term as the president of this chapter, I will be handing over the torch to an incredibly competent new president, Gabrielle Gingras, and I couldn't be more confident that she will bring her unique vision and compassionate leadership to this role. I know that Gabrielle—along with the rest of this enthusiastic, generous executive—will work tirelessly behind the scenes to promote connection, create dialogue, and develop new opportunities for our members. Their fresh energy and new perspectives will undoubtedly move this chapter forward as they continue to meet the needs of our evolving community. I look forward to remaining part of this chapter in the coming year, and I can't wait to see what this new executive has in store for us!

Incoming President Report: Gabrielle Gingras

As Incoming President for the CAC chapter, I am very grateful and enthusiastic to begin my mandate. During the past year, I have been involved with the CAC Chapter for several initiatives: I was a member of the Creative art's panel at the 2016 Conference and secretary of the executive committee. During this time I was delighted to work with motivated, generous and dedicated board and chapter members and I look forward to continuing this partnership as President of the Board. I believe that this role is central to the CAC chapter as it unifies its mission and provides guidance, organization, and motivation for the executive and the membership at large. The CAC chapter has already developed exciting projects, such as the Bursaries, and I look forward to investing time and energy towards supporting new initiatives and opportunities that will benefit our creative art's community. My relevant experience includes co-founding Canevas: Art therapy centre, the first centre dedicated to art therapy in Montreal, promoting art therapy and its benefits to local businesses, organizing art-therapy workshops in Montreal and abroad and volunteering at the Transcultural Psychiatry Clinic of the

Jean-Talon Hospital. I am strongly committed to using my expertise to contribute to the development of initiatives that reflect the priorities of the membership. I feel honoured to take on this new role and would like to thank the members of the executive for their confidence, support, and mentorship. I invite any questions, comments, and ideas for new projects from the membership and you may contact me at any time. I am looking forward to developing and consolidating the excellent work which has already been put into action and establishing new collaborations and endeavours.

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. All members who submit to the newsletter will be entered into a draw to receive a \$200 bursary from the chapter.
- Renée sent the bursary information to a number of relevant institutions and organizations.

Professional Resource Database Coordinator's Report: Philiana Wong

The CAC membership database has been launched on **memberplanet**. This free, online membership database will allow all members of the CAC chapter to access the membership database anytime. The sign-up process for memberplanet is straightforward, and members can control what information they put in their profile, so it's safe. Members accessing memberplanet can search for individuals who practice a specific Creative Arts Therapy, connect with them, stay informed of events happening in the world of the Creative Arts Therapies, start discussions, and more! Since we are using a free database at this time, we may experience some limited accessibility. The next area of improvement will be to find what aspects of the database members find to be limiting, and figuring out how to enhance these features for members (which may involve investing some money and resources into in memberplanet). Members who are interested and want to be in the database should contact the chapter at cac.chapter@gmail.com to receive an invite from memberplanet and start connecting!

Special Projects Coordinator's Report: Leah Lewis

In my position as Special Projects Coordinator for the 2016-17 year, I report on the following events and activities associated with my role:

1. Visiting Lecture Event on Community Practice and Art Hives - with Dr. Janis Timm-Bottos, Concordia University. A Memorial University Faculty of Education Sponsored event.
2. A two-day training workshop on developing a community Art Hive - October 2016 - Instructed by Dr. Janis Timm-Bottos, co-sponsored by the Creative Arts in Counselling Chapter and Memorial University Faculty of Education
3. Programming Committee for Drama Therapy Conference, June 2017.

4. CCPA Conference Submission, Creative Arts Therapies in Canada, A Panel Discussion - Developed and submitted, accepted as poster presentation, though a panel spot will be provided if it comes available.
5. CAC AGM Location proposal - PI Pizza, King's Rd. St. John's, NL - <http://www.gourmetpi.com/>
6. Incoming Provincial Director for the CCPA - for the 2017-2019 term. This position stipulates board members hold positions on chapter committees. My suggestion is that I remain on the CAC, taking less of a role.

**Treasurer Report: Sonomi Tanaka
January 2016 – January 2017**

Respectfully Submitted by Sonomi Tanaka, Treasurer

This was my second term as treasurer, and I have had a wonderful time working with Shea Wood, 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.

This year we had a decrease in chapter membership dues. We cut our expenses substantially this year compared to the previous year by \$4439.08. The majority of the expenses of 2016 were put towards special projects like member events and the newsletter. This year we hope to use the amount we saved from the previous year in continued funding of member events and being able to help some of our executive so they can be present for the AGM.

End of 2015 Year Balance.....	\$1540.87
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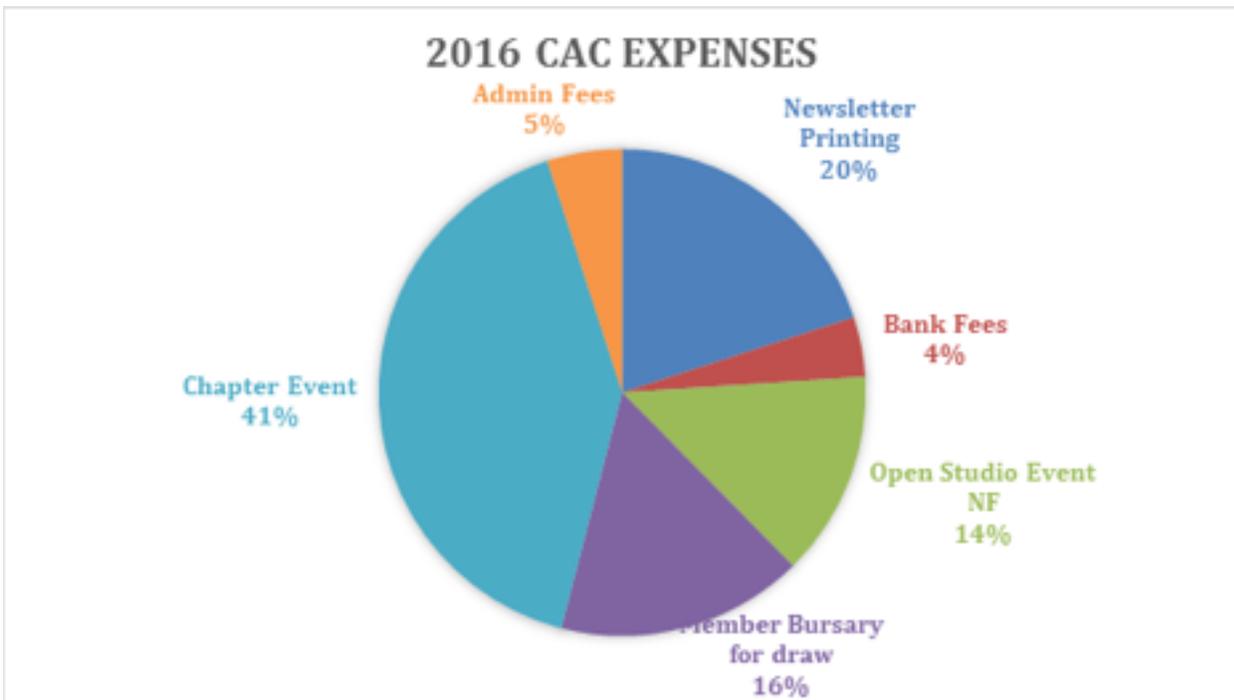
Revenues:

Creative Arts in Counselling Chapter Dues for 2016.....	\$3902.00
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Expenses for 2016

Bank Fees	\$48.75
Teleconference Calls.....	\$114.32
Newsletter.....	\$245.59
Open Studio Event in Newfoundland.....	\$167.64
Conference Chapter Event.....	\$503.42
Admin Fees.....	\$61.10
Member Bursary (from draw).....	\$201.50

TOTAL EXPENSES	\$ 1228.00
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Account Balance as of Jan 1, 2016.....	\$1,540.87
Counselling Chapter Dues (Jan 2016-May 2017).....	\$5,413.05
Subtraction of Chapter Expenses (Jan 2016-May 2017).....	\$1,239.25
TOTAL Account Balance After Dues and expenses (as of May 2, 2017).....	\$5,714.67

Projected Budget for 2017

Professional Projects Bursary.....	\$300.00
Student Bursary.....	\$300.00
Member Bursary Draw.....	\$200.00
AGM expenses.....	\$360.00
Funding Drama Therapy Conference.....	\$100.00
Open Studio Art Event.....	\$150.00
Special Event Sponsorship.....	\$150.00
Newsletter.....	\$300.00
Member conference bursaries.....	\$1,000.00
Bank Fees.....	\$45.00
Teleconference expenses.....	\$200.00
Chapter Float.....	\$500.00
Wind Down Fund.....	\$700.00
Excess of Revenue over Expenses.....	\$ 4,305.00