

CCPA Technology and Innovative Solutions Chapter Meeting Minutes

Date & time:	April 21, 2020 at 12:00 pm EDT
Location:	Zoom Conference Call
Minutes prepared by:	Elise Meertens

Agenda

1. Call to Order - Linda Rombough
2. Motion to Approve Minutes (Jan 21, 2020) - Linda Rombough
3. President's Update - Linda Rombough
4. Financial Items & Update – (conference fees, chapter fees, etc.) - Dawn Schell
5. Communication Update (newsletter, etc.) - Andrea Rivera & Elise Meertens
6. F: Visioning Session at Edmonton PreConference and CCPA Chapter Presidents' meeting - Linda Rombough
7. Indigenous Initiatives - Sherry Law
8. New Items - Linda Rombough
9. Setting date for Next Meeting - Linda Rombough
10. Adjournment - Linda Rombough

Goals:

- Update Chapter Board
- Identify a task force
- Set date of AGM
- Identify champion of Indigenous Initiatives.

Attendance at Meeting

<i>Name</i>	<i>Organization</i>	<i>Name</i>	<i>Organization</i>
ATTENDED			
Sherry Law	<i>Past President</i>	Linda Rombough	<i>President</i>

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Constance Lynn Hummel	<i>Director at Large</i>	Elise Meertens	<i>Secretary</i>
Dawn Schell	<i>Treasurer</i>	Andrea Rivera	<i>Director of Communications</i>
REGRETS			
Serge Hall	<i>National Board Liaison</i>	Lawrence Murphy	<i>Director at Large</i>
		Nick Clark	<i>Director at Large</i>
Meeting Notes, Decisions, Issues			
<p>1. Call to Order - Linda Rombough</p> <ul style="list-style-type: none"> - Context: COVID-19 has impacted Canada and all non-essential workers are recommended to physically distance until further notice <p>2. Motion to Approve Minutes (Jan 21, 2020) - Linda Rombough</p> <ul style="list-style-type: none"> - Incomplete <p>3. President's Update - Linda Rombough</p> <ul style="list-style-type: none"> - Michaela Slipp has resigned from the position of Director at Large but will contribute when able - A CBC article was written based on an interview with Lawrence Murphy, we are waiting for the published article - Presidents chapter meeting - discussed the impact of cancelling the CCPA Annual conference and how to host the AGMs for each Chapter <ul style="list-style-type: none"> - TIS Chapter AGM optional dates were discussed and will be put forth and confirmed by the National Office - Once confirmed, an announcement will be circulated to the membership body - Concern about digital literacy level of practitioners using technology during COVID-19. 			

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- Board discussed what the role of TIS Chapter will be presently and in the future, and what recommendations can be made to the National Board
- Discussion around responsibilities of the National Board to have a primary focus on ethical and safe technology use
- Linda & Dawn will prepare a newsletter to send to the membership body encouraging digital literacy and highlighting the importance of informing themselves, as well as direct practitioners to the TISC Facebook page for continually updated information

4. Financial Items & Update – (conference fees, chapter fees, etc.) - Dawn Schell

- As of the current date, the Chapter has \$3371.94
- Approximately \$900 in membership fees
- Costs in the past year have included translation fees, Technology Guideline presentation-related costs, and conference call usage
- The full financial update will be shared at the AGM

5. Communication Update (newsletter, etc.) - Andrea Rivera & Elise Meertens

- Continue to update the social media to inform the membership of considerations and technology uses related to mental health
- Newsletter put on hold during COVID-19 and communications to the membership will focus on information necessary to improve digital literacy

6. Visioning Session at Edmonton PreConference

- The proposal was well received for the PreConference presentation
- TIS Chapter is encouraged to apply for funding for this project
- The project is based in identifying the needs of the entire CCPA membership body in the coming years and to develop a task force to lead research

7. Indigenous Initiatives - Sherry Law

- There is a new Indigenous Director (Melissa Jay)
- There are no recent updates about the initiative
- Due to current circumstances around COVID-19 and no updated information from the Director, we will temporarily pause this initiative from developing further

9. Next meeting will be the AGM

10. Adjournment - Linda Rombough

Action Items

No	Action	Assigned to	Due Date	Status

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1	Dawn & Linda will create a communication for the membership body encouraging digital literacy	Dawn & Linda	As soon as possible	
2	Linda will confirm the AGM date and send a Zoom meeting link to the Board and membership body	Linda	As soon as possible	
3				

Records of Decision

<i>No.</i>	<i>Record of Decision</i>	<i>Date</i>
1		
2		
3		

Next Meeting

Date - TBD	Time - TBD	Tele/Video conference via Zoom	Notes: Annual AGM. All members are invited and will have information communicated to them.
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