

AGM MINUTES – CCPA ANIMAL ASSISTED THERAPY CHAPTER

Minutes from AGM- July 14th, 2023 1:00pm MST

Attendees: Eileen Bona, Lisa Wade, Sue Cressy, Marilyn Balderston, Patricia Wentzel, Kayla Shore, Sue McIntosh, Sue MacDonald, Dianne ?

Minutes completed by Sue MacDonald, Member at Large

Meeting commenced at 1:05 pm. Call to order by Eileen Bona, President.

Meeting recording was announced and begun.

Welcome from President, Eileen Bona. Overview of meeting agenda.

- **Agenda:** Sue Cressy made a motion to accept agenda as presented
Seconded by Sue MacDonald
All in favor? Carried .
- **Minutes from 2022 AGM** -Sue Cressy made a motion to accept minutes from previous AGM.

Seconded by Sue McIntosh

All in favor? Carried.

- **President's report** presented by Eileen Bona.

Eileen asked if any discussion. No discussion.

Kayla Shore made a motion to accept President's report as presented

Seconded by Sue MacDonald

All in favor? Carried.

- **Treasurer's report** presented by Eileen Bona.

Eileen asked if any discussion. No discussion.

Sue Cressy asked about an expense list. Kayla and Eileen confirmed that no monies have been paid out to date except for a \$10 refund to a member and \$1 cost for the cheque to send the \$10. Although there has been a hire for working on the AAT-C Guidelines document, no payment has been made as of yet due to the document not being completed. Sue Cressy made a motion to accept the treasurers report as presented.

Seconded by Sue McIntosh

All in favor? Carried.

- **Bylaws** presented to members by Eileen Bona prior to meeting

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Eileen asked if there was any discussion around the bylaws.

No discussion.

Marilyn Balderston made a motion to accept the bylaws.

Seconded by Kayla Shore.

All in favor? Carried.

Eileen shared a list of current board members and explained that members serving for two years would need to be re-elected if they want to stay. She explained that there were situations that needed to be voted on.

- 1) Charmaine Luscombe, currently acting as Communications/Educator does not wish to have her name put forward for this role. Charmaine would like to be considered for a member at large position.***

Kayla Shore moved that Charmaine Luscombe be removed from the position of Communications / Educator.

Seconded by Sue MacDonald

All in favor. Carried.

Sue MacDonald moved that Charmaine Luscombe be moved in role of member at large.

Seconded by Kayla Shore

All in favor. Carried. **Charmaine Luscombe is a Member at Large of the Chapter.**

- 2) Noorayne Chevalier has been absent for all meetings the past year and is unable to complete tasks required in the role of secretary. Recommendation that Noorayne step down from this role.***

Sue MacDonald moved that Noorayne Chevalier be removed from the role of secretary.

Seconded by Sue McIntosh.

All in favor. Carried. **Noorayne Chervalier has been removed from the position of Chapter secretary.**

- 3) Noorayne Chevalier would like to be considered for a Member at Large position on the executive.***

Kayla Shore moved that Noorayne Chevalier be moved in the Member at Large Position

Seconded by Sue MacDonald.

All in favor. Carried. **Noorayne Chevalier is a Member at Large on the executive.**

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- 4) *Lisa Wade has agreed to have her name stand for the position of Animal Voice Coordinator.*

Kayla Shore moved that Lisa Wade be re-elected into role as Animal Voice Coordinator.

Seconded by Sue McIntosh.

All in favor. Carried. **Lisa Wade is the Animal Voice Coordinator of the Chapter.**

- 5) *Kerri Gaskin Fowler, (Communications Representative) previously reduced Chapter involvement due to personal reasons and has not returned.*

Brief Discussion.

Kayla Shore made a motion to remove Kerri Gaskin Fowler from the executive.

Seconded Sue Cressy.

All in favor. Carried. **Kerri Gaskin Fowler has been removed from the executive.**

- 6) *Kim Neuman does not wish to remain on the executive in the role of Student Liason.*

Sue MacDonald made a motion to remove Kim Neuman from the position of Student Liason on the executive.

Seconded by Sue McIntosh.

All in Favor. Carried. **Kim Neuman has been removed from the executive.**

Discussion:

-Wendy Tredger has been acting as secretary in the interim but does not wish to remain in this position. Discussion.

Kayla Shore emphasized the importance of having someone in this position. All members agreed. This is a very important role that requires a committed individual with time to do the role. Eileen agreed this is a role that will be crucial to advance the work we wish to do.

Kayla Shore moved that The Executive of AAT Chapter of CCPA recruit a secretary.

Seconded by Lisa Wade.

All in Favor. Carried. **Executive of AAT Chapter will recruit a secretary by reaching out to members through email, word of mouth and social media.**

Kayla Shore brought up the fact that we also need to recruit an individual for the role of Communication/Educator/Marketing lead.

Discussion: Eileen spoke about the importance of this role in the growth of the chapter and felt that it had stalled. Group discussion on the tasks for this individual- maintaining a social media presence, sharing article and information with members. Sue Cressy mentioned that posts can be scheduled ahead of time. Eileen brought up the Facebook group and its importance but the fact it has not seen a lot of traffic or posts, but recognized that some executive members were trying to help with this job.

Kayla Shore made a motion that the executive of AAT Chapter of CCPA recruit a Communications Educator.

Seconded by Lisa Wade.

All in favor. Carried. **Executive of AAT Chapter will recruit a Communications Educator by reaching out to members through email, word of mouth and social media.**

General Discussion -Presenting at National Conference

Patricia Wentzel spoke about National Conference in October- Toronto, Ontario. Perhaps as a chapter we could present on a topic. Who would pay for travel costs? Members spoke about chapter funds helping to pay for this and ways it has been done in the past. If we present at conference this could increase visibility. Could this be covered through our budget? What is the best way to do this? Could attending members be subsidized to attend?

Action item: Eileen to find out more information on National Conference, possibility of Chapter being a presence there and how this might look. Eileen to also look into financial side of this.

Update on Core Competencies to practice AAT-C

Eileen- As guidelines were not specific to working with animals in a counselling practice members of our chapter wanted to change these to be more accurate, reflecting the work we do. After research, it was decided to adopt the APA document, adopting their guidelines. After getting permission to adapt and modify, the process of rewriting the document began. Format was changed, details added over a period of approximately six months to reach the stage before the final draft stage.

Through discussions with chapter board members, it was decided that the document needed an external body to give a different perspective and a more thorough examination. At the time of this meeting, after three months of examination, it is nearly done. Goal date is the end of July 2023. Final document will be referred to as Guidelines to Practice AAT-C.

Update on Insurance to practice AAT

Eileen- contacted CCPA to discuss liason between CCPA and BMS several months ago. Victoria McKay is CCPA board liason. There has been limited response to Eileen's contact with CCPA. There are worries that BMS will go to document and hold us accountable.

Discussion about offering a seminar/workshop on insurance to members. It was agreed that this would be a valuable offering to our members and one that would likely be well received. Pat spoke about screening and the challenges around that term. Group discussion around general liability and professional liability. Eileen shared that BMS has draft document. Sue McIntosh indicated the current document needed to be replaced with something more accurate and reflective of the work being done. Eileen is hopeful the document will be done soon and we will continue the work with BMS/CCPA to streamline and make it useful and relevant. Eileen suggested the communication person could do some posts around insurance on our Facebook page, beginning the discussion and also educating members on the topic. Sue Cressy cautioned about how to go about this so that it was accurate information and not misleading to members. Using closed-ended questions such as: "what is the difference between professional and general liability? Do you need both?" Lisa Wade to continue to post on FB page to engage members. Others encouraged to also do the same.

Update on Canadian Standards in AAHS

Eileen- First nationwide standards were published last year. There has been considerable confusion in the general public around the term “therapy animal” Hopefully this will be finalized soon. Discussion around a need for an accrediting body or regulating body and how these standards are being used in the interim – to advise organizations of what programs should include in their processes for animals in practice. These standards are currently voluntary.

Update on branding, marketing and services to members.

There was no update in this area.

Members to share what they are hoping for from the chapter.

Marilyn discussed wanting to have more information for members regarding certification/steps to work in the area and where members could go to for support. Eileen mentioned that something to be aware of is the challenge of conflict of interest for members who provide training. Group discussed the continued importance of members understanding scope of practice and the lack of knowledge of how crucial certification is. Discussion around words “standards” and guidelines.” Sue Cressy mentioned scope of practice Pro-EFW and how similar conversations happened there. Topic of insurance was brought up again. Eileen mentioned that perhaps this could be a topic for a future coffee chat.

Patricia Wentzel made a motion to adjourn the meeting. Sue MacDonald seconded. All in favor.

Meeting adjourned 2:45 MST.

Current board members moving forward:

Chapter Officers:

President	Eileen Bona
Animal Voice Coordinator	Lisa Wade
Secretary	Vacant
Communications/Educator Coordinator	Vacant
Treasurer	Kayla Shore
Student Liaison	Jill Northcott
Member-at-Large	Sue McIntosh
Member-at-Large	Sue MacDonald
Member-at-Large	Wendy Tredger
Member-at-Large	Noorayne Chervalier
Member-at-Large	Charmaine Luscombe
Member-at-Large	Kellee Clifford Bousquet
Board Liaison	Victoria McKay