

MINUTES
CPA Leadership Division: Executive Meeting
February 7, 2018
8:00pm – 9:00pm EST

Attendees: Joe Putos, Meghan Peters, Sunny Ma, Katie Galotta, Emma Plater, Jean Robinson

Regrets: Jason Vaillancourt, Phil Sheppard, Jim Millard

1. Review of Agenda

- 1.1. Reversed items #9 and #10
- 1.2. Motion moved by Sunny Ma to approve the agenda for this meeting, seconded by Meghan Peters. Motion carried.

2. Approval of Minutes from December 2017

- 2.1. Motion moved by Sunny Ma to approve the minutes from the December 2017 meeting, seconded by Joe Putos. Motion carried.

3. Treasurers Report

- 3.1. Current balance is: \$15,908.84.
- 3.2. Year-end document has been sent to CPA office
- 3.3. Another CPA staff is leaving - Jeanne Franche is helping with year-end and then she is gone. Not sure who we will be dealing with going forward.

4. Newsletter Editor Report

- 4.1. Last night, had a student PT rep teleconference. Students will be contributing to newsletter. Four students are currently interviewing physiotherapists whom they have found influential.
- 4.2. **Suggestions:** a) for newsletter to be more eye-catching, b) adding an eye-catching one sentence to introduce each section, c) updated profile pictures, d) connect newsletter to website, e) adding a self-reflection section, for self-improvement, e.g. "Leadership Challenge"
- 4.3. **ACTION ITEM:** Sunny, MJ, Meaghan Peters, Jean, Jason Vaillancourt to provide updated profile pictures
- 4.4. Emma – biggest struggle is to get submissions. Wondering if is possible to ask each Exec and Resource Rep for one section per calendar year.

5. Website Editor Report

- 5.1. Wondering if we should go external and have our own website separate from CPA's main website, to have better functionality
 - 5.1.1. PRO – more flexible platform, easier to maintain and update after initial set-up
 - 5.1.2. CON – cost of \$5000 (but consider now we have to pay CPA to use their resources too)
- 5.2. **ACTION ITEM:** Katie to send out what we want for website, prior to sending to Jemma (?) the potential website developer for 1) estimated cost, and 2) estimated timeline of website completion
- 5.3. **ACTION ITEM:** Joe to connect Katie with Jemma

MINUTES
CPA Leadership Division: Executive Meeting
February 7, 2018
8:00pm – 9:00pm EST

6. CPA Issues Update

- 6.1. Currently, still no budget for Division initiatives.
 - 6.1.1. DCC and CPA Board meeting this weekend, to be updated.
 - 6.1.2. Joe will be stepping in as the head of Division Chair Committee

7. Strategic Plan 2018

- 7.1. Should we continue with the proposed formal certification course from the Leadership Division? (Meghan Peters)
- 7.2. Should we continue with our webinar series? It can also be a source of income for our division. Cost is approximately \$1500 if we collaborate with Steve Millet. Possible topics: motivation interviewing, inspiring behavioral change...etc. Looking for general topics which can apply to physiotherapists all across the field.
- 7.3. Should we send out a survey to capture member interest for website, newsletter, webinars, courses (Sunny)
- 7.4. **ACTION ITEM:** Sunny to review survey to send to Joe

8. Executive Vacancies

- 8.1. Not sure if there will still be Division AGMs in the future. If not, will need a new way to vote on incoming executive members
- 8.2. Phil Sheppard stepping down as resource rep
- 8.3. **ACTION ITEM:** Katie – please remove Phil from website. Emma – please remove Phil from newsletter

9. Student PT Reps and Executive Match-up

- 9.1. Students are interested in being matched up with an exec or resource rep
- 9.2. **ACTION ITEM:** Sunny to get information from Leadership Execs and Resource Reps who are interested, then forward to MJ to do student-mentor matching

10. Other

- 10.1. None discussed

11. Meeting Adjourned

- 11.1.1. Next meeting will be planned for late March 2018
- 11.1.2. Meeting adjourned at 9:10pm EST