

**MINUTES**  
**CPA Leadership Division: Executive Meeting**  
**June 20, 2016**  
**7:00pm – 8:00pm EST**

**Attendees:** Sunny Ma, Joe Putos, Jean Robinson, Anthony Teoli, Joseph Guirguis, Megan Hudson, Jason Vaillancourt, Rahcelle MacDonald, Gabrielle Sadler,

**Regrets:** Sandi Kossey, Emma Plater, Julie Gourlay, Kathryn Galotta, Lindsay Wourms,

**1. Review of Agenda**

1.1. Motion moved by Sunny Ma to approve the agenda for this meeting, seconded by Jean Robinson. Motion carried.

**2. Approval of Minutes from May 2016**

2.1. Motion moved by Sunny Ma to approve the agenda for this meeting, seconded by Gabrielle Sadler. Motion carried.

**3. Treasurers Report**

3.1. May financial report: current balance is around \$15,038.00, but will be less after sending out Congress re-imbursments.

3.2. Have a few outstanding invoices from last summer that needed to be paid off, query these invoices got lost during the transition of the Treasurer position. Cheques were sent out today.

3.3. The May 2016 unaudited Financial Statement from the CPA will be sent out with this meeting minute later this week.



Leadership - May  
2016, Unaudited, Draf

3.3.1. 2016 financial statement:

**4. Congress AGM 2016 Report**

4.1. Had AGM on May 26, 2016, lasting 1 hour in length. The meeting was cut short despite good discussions, because attendees had other AGMs to get to right after our AGM. We had 31 attendees, including 5 executive members. We are waiting for minutes to still be approved by Diana Hopkins-Rosseel, with Helen Johnson as an alternative (Laurie Edge-Hughes already approved the AGM minutes). Once the AGM minute is approved, it can be posted on our Division website.

4.2. At the AGM, we discussed the breakdown of Leadership Division members. As of Dec 31, 2015 we have *1169 members* in leadership division, comprised of: 906 students (free membership), 253 physiotherapists, and 4 PTA (total of 257 paid members); this current time, we have 303 paid members. Our membership increased.

4.3. Congress will be every two years. Next one will be in 2018 in Montreal, QC.

4.4. From executive members – it was nice to meet new faces, to discuss our goals and strategic plan for the upcoming year, which includes a certification curriculum to engage members,

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possible re-branding for marketing purposes (to capture more physiotherapist populations), and the possible merger with the private practice division.

- 4.5. Anthony obtained some opinions regarding the merger from private practice perspective. Attendees at the Private Practice AGM had suggested doing a trial year of the merger, such as merging resources for a year to see what the outcome would be. Another concern raised at the Private Practice AGM was whether the two executive committees will be on the same page. During the 2012 CPA Congress in Montreal, the Leadership Division and Private Practice Division executive committees were in agreement regarding the merger. A task force will be put together by CPA to facilitate this merger in the future. Members of the Leadership division can choose to be involved in this task force if interested.
- 4.6. Congress was good for networking and meeting CPA executives.
- 4.7. Someone was interested to take on the KTMC (knowledge translation) role which is Jean's current role.

## **5. 2016 Project Teams**

Want to have each executives/student rep volunteer for one of the four projects, and each team can host teleconference(s) if needed.

### **5.1. Website revamp**

- 5.1.1. Sandi was going to take on this role, but she has tentatively resigned. CPA is putting forth a new website platform, but that will not be until next year. We can choose to use the CPA platform, or have our own website platform.
- 5.1.2. We have a proposal from a professional website developer, who is also working with the Global Health Division. The quote from this professional website developer is \$4,000, which is a discounted price (re-development will take around 3-6 months, and would usually be around \$8,000-\$10,000).
- 5.1.3. As a division, we want: interactive platform where we can post activities, interviews, podcasts, and possibly a monitored discussion board.
- 5.1.4. This team will need to liaise with CPA if we wish to use CPA's platform.

### **5.2. Leadership Certification Curriculum**

- 5.2.1. Have 3 webinar series already.
- 5.2.2. Next step is to develop a leadership certification program, which can allow new graduates or practicing physiotherapist to have a solid curriculum for further education. A sub-goal of this initiative is also to engage new and existing members.
- 5.2.3. Joe has started putting together a draft curriculum, where the content and learning areas are based on inputs from physiotherapists from across the country. The actual curriculum/content development will be done in collaboration with a consultant, e.g. Lynn Sinclair, and the developer of the Leadership education series for the American Physical Therapy Association (APTA)
- 5.2.4. This team will decide on the delivery model and other aspects of course delivery; will have help with the actual curriculum development, as it can be technical and challenging for someone without curriculum development background.
- 5.2.5. Anthony is interested in this project.
- 5.2.6. This project and the 'website revamp' project will likely be more intensive than the other two projects.

### **5.3. PTAA course**

- 5.3.1. NSA outgoing president (Amy) will be taking over this initiative.
- 5.3.2. Joseph would like to continue on this project.

### **5.4. Membership survey**

- 5.4.1. Have survey from last year saved on Survey Monkey

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5.5. **Action Item:** Joe will send out an email to capture everyone's interest with respect to the four above projects.

**6. Call for Nominations**

6.1. Positions to be filled include: 1) Education Coordinator (possible MJ O'Donnovan from Queen's University), 2) Chair Elect, and 3) Website Editor. Please send in nominations for yourself or encourage colleagues to nominate themselves for a chance to get involved with the profession.

6.2. Vacant position that has been filled: KTMC Representative

6.3. **Action item:** Joe will send out call for nomination

**7. Others – Newsletter Assistant**

7.1. If interested in assisting Emma in putting together our Newsletter, please let Joe or Emma know.

7.2. Anthony is interested, and Joseph is willing to assist as well.

7.3. If anyone has any good articles to write for e-Blasts, please feel free to contribute. Please send written e-blast articles to Joe.

**8. Meeting Adjourned**

8.1. Meeting adjourned at 9:08pm EST.