

MINUTES
CPA Leadership Division: Executive Meeting
May 3, 2017
8:00pm – 9:00pm EST

Attendees: Joe Putos, Amanda Pereira, Aurelie Dimandja, Sunny Ma, Megan Hudson,

Regrets: Katie Galotta, Meghan Hudson, Emma Platter, MJ O'Donovan,
Meaghan Peters, Jim Millard

1. Review of Agenda

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

2. Approval of Minutes from March 2017

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

2.2. **ACTION ITEM:** send previous minutes to Katie Hawkins to post on website (after approval at next teleconference)

3. Business Arising ('Action Items' from previous meeting minute)

3.1. **(4.3.) ACTION ITEM:** Joe to send Division Chair funding outline – Katie Hawkins updated outline on website, end date May 31, 2017 (Joe to verify end date is 2017, not 2016)

3.2. **(6.1.2.) ACTION ITEM:** Joe to contact Tamas at CPA National to extend voting to newly establish members – waiting for reply from Tamas, busy with strategic planning

3.3. **(6.1.3.) ACTION ITEM:** Joe to clarify who the voting members are – Executive members

3.4. **(6.2.2.) ACTION ITEM:** Joe to remind students to contact their Exec match – done

3.5. **(6.3.8.) ACTION ITEM:** Sunny to coordinate AGM date by end of March – moved to June 4, 2017, pending moving to June 11, 2017

3.6. **(7.2.2.) ACTION ITEM:** Sunny to send Katie existing website questions – done

3.7. **(8.1.) ACTION ITEM:** Sunny to send out t-shirt order to Marsha – done

3.8. **(8.2.) ACTION ITEM:** Joe to email Amanda information on the student leadership awards – done

4. Treasurers Report

4.1. Current balance is: \$12,131.74

4.2. Biggest April fee was teleconference bill, which was overdue due to mis-communications from teleconference company. Should have expense from Marsha B for postage of sending out t-shirts

4.3. **ACTION ITEM:** Megan follow-up with Marsha Bisson for postage fee - Done

5. Newsletter Editor

5.1. Newsletter scheduled to be distributed soon, pending by CPA

6. Chair's Report

- 6.1. AGM – June 11, 2017 (confirmed); want to have an open discussion by members. Joe has to prepare agenda 30 days in advance
- 6.2. Leadership Forum for first weekend in November 2017 (Friday and Saturday)
 - 6.2.1. Wondering who will be going; hoping to have all Leadership Exec's registration fees covered, along with all of transportation (\$3000) and half of accommodations (\$3000). Limited to 250 registrants, with 150 limited to Division Executives; also expecting provincial association and regulatory body personnel.
 - 6.2.2. **ACTION ITEM:** everyone to let Joe know who might be going by May 15, 2017 (Yes, No, and 80% Yes)

7. 2017 Project Team Updates

7.1. PTAA Webinar (NPAA - National Physiotherapy Assistant Assembly)

- 7.1.1. Been meeting regarding this course, aiming for June, but needs some time to prepare the slides for the presentation. Considering to aim for September launch date instead.
- 7.1.2. Jan 2016, NPAA survey results requested for continuing education course. Amy (current president of NPAA) approached Leadership Division to have a leadership webinar for physiotherapy assistant. The first webinar will be about the power status between PT and PTA in work settings, where some PTAs feels a power struggle.
- 7.1.3. Will be 90-min webinar based on a case study, will be interactive, with follow-up
- 7.1.4. This will be the first of a series of two or three webinars

7.2. Website Revamp

- 7.2.1. Short bio from each Exec Member
- 7.2.2. Pictures from each Member?
- 7.2.3. Mission and Vision Statement (in our Strategic Plan)
- 7.2.4. Joe wants to include some interactive items, short interview videos, project updates...etc, updated every 2-4 weeks
- 7.2.5. **ACTION ITEM:** Joe to find new social media rep (Facebook and Twitter) – possibly a student or resource rep

7.3. Leadership Certification Curriculum

- 7.3.1. Pending

7.4. Membership Survey

- 7.4.1. Send out pilot survey to 5 recipients, edit the survey based on feedback. Then send out survey link in e-blast, with reminder 2 weeks later

8. Other

- 8.1. **ACTION ITEM:** Sunny to email Marsha to change AGM date to June 11, 2017 ■
Done



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9. Meeting Adjourned

- 9.1.1. Next meeting will be planned for late June 2017
- 9.1.2. Meeting adjourned at 9:04pm EST