

MINUTES
CPA Leadership Division: Executive Meeting
September 28, 2016
7:00pm – 8:00pm EST

Attendees: Sunny Ma, Joe Putos, MJ O'Donnovan, Jean Robinson, Kathryn Galotta, Gabrielle Sadler, Meghan Hudson, Brandon Broijer

Regrets: Sandi Kossey, Emma Plater, Anthony Teoli, Marc-Olivier Dube, Jean Robinson, Rachelle MacDonald, Joseph Guirguis, Derek Cheung

1. Review of Agenda

1.1. Motion moved by Sunny Ma to approve the agenda for this meeting, seconded by MJ O'Donnovan. Motion carried.

2. Approval of Minutes from June 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. Just under \$7,930.74 in our account at the moment, all outstanding bills have been paid, balanced after get payment from CPA renewal Division membership dues
- 3.2. Now we have roughly 260 paid members, over 1000 student members who are free
- 3.3. Potential expenses: 1) \$3500 to sponsor PTAA Webinar, 2) \$4000 over next year to revamp website, 3) possibly bringing members from out West in for retreat (would replace 2017 Congress costs)

4. Newsletter Editor

4.1. Looking for fall submissions, email sent

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. PTAA Webinar

- 5.1.1. Joseph Guirguis, Derek Cheung, and Anthony Teoli are working on launching the PTAA webinar for the NPAA (National Physiotherapy Assistant Assembly)
- 5.1.2. There aren't any other webinars available for PTAs
- 5.1.3. Previous webinar for helping students communicating with support personnel is available for free on CPA website
- 5.1.4. Should try and promote this course to PTA programs across Canada, making available to non-NPAA members as well but at higher price

5.2. Website revamp

- 5.2.1. To touch base with Sandi first, then will inform rest of Division to see how we can sign up to help
- 5.2.2. Now CPA has personnel to help upload items onto website, but again will let us know after

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5.3. Leadership Certification Curriculum

- 5.3.1. There already are some material available
- 5.3.2. Need to implement

5.4. Membership survey

- 5.4.1. Have survey from last year saved on Survey Monkey
- 5.4.2. Will use survey from last year as template, will just need to edit, then send out to members to get feedback. Survey Monkey will also do analysis of survey

5.5. Student Division Reps and Lead

- 5.5.1. Introducing MJ O'Donnoan, who talked to Kathy Davidson earlier – potential Student Division Reps Lead. Potential goal going forward – to help students develop awareness of what professionalism is. This is included in all academic programs but to different capacity and timeframe during the program. Can ask students what they want to accomplishment with the Leadership Division by the end of their school years.
- 5.5.2. Brandon – 2nd year PT student, have been involved with different student bodies before. Stepped up when found out McMaster needed a student rep; hoping to see what opportunities might be available in the future to promote his own career development
- 5.5.3. Student rep is a liason between students/school and the Division
- 5.5.4. To develop term of reference

- 5.6. **ACTION PLAN:** Please send one and/or two choices to Sunny, and Sunny will compile project groups. ****Please indicate if you're interested in being a project lead****

6. Call for Nominations

- 6.1. Chair-Elect
- 6.2. Website Editor
- 6.3. Education Coordinator
 - 6.3.1. Details of the above three positions' responsibilities are in the Constitutions

7. Others

- 7.1. CPA has hired a part-time admin person to help with the minor administrative things, to help relief the executives from smaller tasks
- 7.2. Bringing in members from West Coast to go back East for a retreat (likely weekend), where Saturday would be the bulk of it. Potential discussion is how leadership touches base on each competencies
- 7.3. Retreat purposes: 1) Leadership development, 2) working together, 3) moving project teams forward by meeting face to face
- 7.4. Next year, since we don't have Congress expenses for 2017, there may be some savings to help bring members across the country to Congress. In 2016, we spent approx. \$5300 on Congress, so we have around this much to play around with for a potential 2017 retreat
- 7.5. Helpful to have someone lead the retreat
- 7.6. Joe and Gabrielle will meet to discuss potentially planning this retreat

8. Meeting Adjourned

- 8.1.1. Meeting adjourned at 8pm EST.