



MINUTES
CPA Leadership Division: Executive Meeting
February 17, 2015
8:30 pm - 9:35 pm EDT

Attendees: Joe Putos, Jean Robinson, Megan Hudson, Emma Plater, Katie Galatto, Sunny Ma
Regrets: Jim Millard, Kris Head, Carol Damp Lowery, Swapnil Rege, Kathy Davidson, Sandi Kossey, Kayley Perfetto, Jérémie Breau, Phil Sheppard, Mabel Plourde-Doran, Rachelle MacDonald, Brent Cunning

Note: There were insufficient members present for quorum.

- Joe introduced Sunny Ma, a PT from Vancouver, BC and Katie Galotta, a 2nd year PT student from Western. Both Sunny and Katie are interested in becoming more actively involved with Division Executive activities. Joe invited them to today's teleconference to listen, contribute and ask questions.
- Members of the Executive, Jean, Megan and Emma introduced themselves to Sunny and Katie.

1. Review of agenda and additions.

MOTION It was moved by Jean seconded by Megan that:
The Agenda be accepted as circulated.

2. Approval of minutes of the teleconference held December 9, 2014

MOTION It was moved by Jean seconded by Megan that:
The minutes of December 9, 2014 be accepted as circulated.

3. Business Arising from Teleconference held December 9, 2014

4.1 Joe, Kayley and Jim have reviewed the budget for 2015. Note the following changes.

Joe brought up the following points.

With regard to Expenses in the 2015 Budget:

- Leadership Series Evolution has been increased from 1000.00 to 1500.00. 1500.00 was the actual amount first proposed but this was not communicated adequately to the Treasurer;
- 250.00 has been budgeted for the Division Chairs Joint Initiative Fund;

Joe provided some background information for this expenditure. The Division Chairs Joint Initiatives Fund is a fund that is contributed to on voluntary basis from each of the 14 Divisions of the CPA. The funds are used for various projects that approved by the 14 Division Chairs. The projects are seen as being of relevance to the entire membership of the CPA. Prior to proposing the 250.00 amount Joe surveyed several other Divisions to find out how they determine their contribution. None of the surveyed use any type of formula to determine their contribution.

*Oncology contributed 250.00 No formula
Pain Sciences ? No formula
Acupuncture ? No formula
Global Health 250.00 No formula*

Discussion followed. There was general consensus that Leadership should contribute and the amount of \$250.00 / year is sufficient. Executive members not present are invited to submit their opinions and comments.

- The amount budgeted for Project Funding is 1500.00 not 1000.00. The budget for 2015 has been adjusted accordingly.

5.0 Joe reminded attendees that teleconferences are recorded and that anyone who would like to listen to the recordings should. Any executive members who wants to listen to the recording should email Joe or Jim, and request the link to the teleconference. This should be done within one month of the meeting. The link will be sent to the requester by Joe or Jim once received.

Instructions for Playback of Recorded Teleconference Via the Internet

1. Click on the link below or paste the entire URL into your browser:
2. <http://www2.teleconferencing.ca/moderator/presentation/Playback?id=d2cf5b8c-40dd-4260-8274-a41cc68f5f50.rpm>
3. At the prompt, enter your name and email address.
4. Click "Submit". The playback will begin.

4. Budget

Kayley could not make the teleconference but had sent her report to Joe prior to the meeting. It was not included in the embedded documents of the agenda but is included here for the record.

Treasurer's Report - Kayley Perfetto

Account Balance: \$17901.58

Outstanding Invoices: \$450.00 to CPA and \$186.09 and \$68.68 = \$704.77

Received today the details of the CPA Leadership fees component payment – for October through December payment = \$1041.08.

Joe and Kayley are currently finalizing the 2015 budget which is due at the end of November 2014. The budget for 2014 will be submitted to the CPA shortly.

4.1 Project Funding Applications

General discussion of the project funding followed;

Currently the division has received two applications for funding.

The deadline date for submission for 2015 is May 31 Joe raised the issue of whether that date should be reconsidered for 2016 to an earlier date, e.g.

January 31, February 28, or March 31. How do we determine successful applications in the event of more than three applicants?

Jean wondered if both current applications had been approved. She did not receive the formal funding application from the second applicant. Joe will ask Jim to send Jean the full application.

Recommendations:

- Market the funding further this year;
- The project funding application review committee (Phil, Megan, Jean, and Jim) should hold a separate teleconference to discuss various issues that have been raised at today's teleconference.

5. Division Sub-Groups

Joe provided some background information about the recent growth of the Leadership division executive. We are now in a position of having enough executive members to subdivide tasks that have been prioritized. These include;

5.1 Marketing

5.2 Congress Eye-opener

5.3 Division AGM

5.4 Hospitality Suite at Congress – Likely to be shared with the Private Practice Division with a focus on the proposed merger of Private Practice and Leadership into a new combined Division yet to be named.

Discussion followed. Points raised included:

- CPA members receive numerous email messages. The emails, facebook page profile pics and perhaps the website could be made more attractive;
- The presentation on the division given to PT students (e.g. by Joe at Western) should be done for first years not just second years;
- Identify the main title of the eblast in the Subject Line of the email message;
- Use student reps to introduce the Leadership Division to first year students;
- Use the fact that Leadership is a non-clinical role as a drawing point for attracting students;

- Use eblasts to give examples of how leadership fits in with the Essential Competencies; Jean has offered to help in this area but wants assistance.
- Marketing has been identified as a priority for the Division's offerings to members;
- Put a different title in the Subject Line when sending out Newsletters. E.g. This is the "Quarterly Newsletter";
- Over the next several weeks a teleconference will be held for 30 minutes once per week on a single topic relevant to our current activities. All executive members will be invited to participate. This is not a mandatory teleconference;
- Sunny is interested in working with Jean to link the Essential Competencies to Leadership;
- Joe asked that Sunny, Katie, and Emma visit the website and put together some suggestions that can be discussed with the rest of the Executive;
- Sunny suggested using Drop Box for collecting Funding Applications submitted.

6. Other Items

No additional items were added.

7. Next Meeting Date

A doodle poll will be circulated for a meeting date in March.

8. Meeting adjourned at 7:15 pm Eastern