



MINUTES
CPA Leadership Division: Executive Meeting
Sept 21, 2014
7:00 pm - 8:15 pm EDT

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

1. Review of agenda and additions.

Addition: Other – WCPT request - Carol

MOTION It was moved by Carol seconded by Phil and carried that:
The Agenda be accepted as amended.

2. Approval of minutes of the teleconference held Mar 6 2014

MOTION It was moved by Jean seconded by Carol and carried that:
The minutes of April 22, 2014 be accepted as circulated.

An update regarding item 1 (New Brunswick Practice Management Workshop) was provided by Swapnil. The conference is on hold, but the group is still interested in having the Division present the Leadership Curriculum series in 2015.

3. Treasurer's Report: *Lead Kayley*

Deferred

4. Knowledge Translation Committee (formerly DRRC): *Lead Jean*

This committee is now considered a subcommittee of the Division Chairs. A meeting is scheduled in October. No other news to report.

5. Newsletter Fall Issue: *Leads Carol and Emma*

The outline circulated, which describes the proposed content of the next four issues, was reviewed by Carol and Emma, with input from the leads in the various sections of the content. All were in agreement with (and impressed with) the plan and discussion took place regarding the need for contributors to each of the sections.

ACTION: Sandi, Carol and Emma will meet to discuss how to better engage the membership with the website through the newsletter.

6. Website: *Lead Sandi*

Sandi reported that she is still familiarizing herself with the website and the options available. She has requested information from CPA re. analytics data in order to measure any change before and after a push to increase member engagement with the website through various means.

A twitter link has been added to each page, and Sandi requested any graphics/photos available be sent to her for inclusion in the webpages.

ACTION: All Executive members to review the website pages as though it is their first time seeing it, and send any suggestions for changes to Sandi.

7. Chair's Report: *Lead Joe*

7.1 Membership Survey Results: Joe reported that he is still collating the results and will report on them as soon as they are complete.

7.2 Executive Roles and Responsibilities: Joe discussed briefly the circulated document identifying each member's role and responsibility. This document will eventually be posted on the website.

ACTION: Each member to review the document and let Joe know if they would like additional areas added, or if they would like to be included in any additional areas.

7.3 Strategic Plan: The current strategic plan for the division through to 2015 was circulated and discussed briefly.

7.4 Congress Communication Course (Narrative Medicine): The proposal for this course (scheduled for two 2-hour sessions) will be finalized and submitted to CPA by due date for submissions. An edited version of the proposal will be included in the October newsletter.

7.5 Leadership Retreat: It is hoped that a retreat can be organized to allow all members to meet and discuss leadership division issues and activities.

ACTION: Joe to meet with Kayley to discuss the budget and whether finance are available to support attendance.

8. Other

8.1 WCPT Request: Carol reported that she and Lynne were approached to submit a proposal to deliver the leadership curriculum at WCPT Congress in Singapore in May 2015. While receiving such a request is an honour, funding is not available through the division to allow for travel, accommodation and registration for Carol and Lynne, and Carol was unsure even if she would be available to attend. It was agreed that a division goal will be to have sufficient funds to

submit a proposal and fund some leadership division members to attend the next WCPT Congress in four years.

9. Meeting Dates

A doodle poll will be circulated for two more meetings prior to Christmas.

10. Meeting adjourned at 8:16pm Eastern