

Child and Youth Care Association of Alberta

CYCAA Board of Directors Meeting

June 22nd, 2002.

Hull Services, Calgary

Present: Pat Foran, Sheri Gessner, Tara Reimer, Liz Brown, Sara Clark, Selene Sorensen.

Regrets: Bruce Clarke, Dana Beresh, Jenn Smith, Jackie Paplawski.

1. **Report on the conference:** Gail, Sharon, Bruce, and Christine drafted a recommendation list. The list was as follows:

- At least two current conference committee members participate on the conference committee for the next conference.
- Find a more efficient way to get info on the conference to front line workers. Possibly get a contact at each Agency committed to getting info to all interested parties.
- Conference evaluations should have more specific questions, some on each session, and some on the conference as a whole.
- Start a separate bank account for the conference due to the GST issue.
- Have a luncheon rather than a banquet, attendance has not been good for two years in a row.
- Have more space for registration and displays. Possibly charge a nominal fee to put up a display, similar to St. John's.
- Have coffee for a.m. and breaks.
- Set lower attendance projections to avoid overspending.
- Have a significant discount for students, check with College's to see when students could be freed up to attend.
- Using a Hotel worked well, free parking, easy access.
- There was very positive evaluations on the sessions.
- Purchase less marketing items and instead focus on an informative registration package with maps, room #'s, etc.
- Consider having the conference every two years, plan around the National and International conferences.
- The conference broke even but they spent the \$4000.00 seed money from last year's conference so in essence the conference lost that amount.

Also from the Directors:

- There were a lot of similar recommendations from last years committee, we need to ensure that we heed the advice of this year's and last year's committee's.
- Most of the Directors felt somewhat out of the loop in regards to conference planning. They recommend more accountability and information sharing between the conference committee and the Directors, such as; timely committee notes, budget updates, etc.
- The Directors felt that we should focus on obtaining a grant or foundation donation to allow us to plan a quality event without having to worry about the bottom line so much. Sara agreed to look into this possibility.
- We talked about considering having the next conference in Red Deer in 2 years. Tara suggested the Capri, she attended a conference there recently and it is a nice facility. We would contact the College's to see if we could free up the students to attend and avoid overlap with the Victoria conference next Aug.

2. **Legislation committee update:** Pat has been calling Phil Goodman on a regular basis, he has had only one call back, which he missed. On Friday one of his associate's, John McDermott called back, they are now playing phone tag. The plan is to get an audience with Phil, Iris Evans and John to see if they would be supportive of legislation for the Association. If they are then we would begin the process of making a formal application. This plan was supported by Marc, Jack and Jim from the last legislation committee when Pat met with them two months ago in Edmonton. Pat also agreed to do a legislation write up to update the members.
3. **Update the by-laws:** Bruce had agreed to up date the by-laws so that we could go over them together and properly orient the new Directors. Unfortunately Bruce was unable to attend so we agreed to take extra time at our next meeting to do this. Bruce sent an e-mail indicating we may want to wait to see if we achieve legislation as the current by-laws were drawn up to accommodate the Health Care Professions Act, if we get legislation we would now be under the Health Professions Act. Pat and Bruce to discuss.
4. **Communication:** Sara brought up the issue of communication. She and other Directors have felt somewhat in the dark on a number of issues. Specifically, Curtis's resignation, Pat and Bruce taking on the acting role, the GST issue, the conference planning, decision on C&YCC of the year, etc. These issues were all being dealt with by the Association but Pat agreed that we needed to start "cc"ing all of the Directors with our correspondences. This will keep everyone in the know from now on.
5. **Newsletter report:** Sara needs to have more pictures and articles for the newsletter. If we are going to make it worthwhile we all have to own it and contribute. We discussed asking members if they would prefer to receive the newsletter by e-mail, this would save on costs and we could still mail to those who did not have an active e-mail. Bruce to discuss with Gail.
6. **Website:** We need to take a critical look at our website and ensure that it is user friendly, useful and current. Could everyone have a look and report back to Pat. Pat will then contact Catherine to get it updated.
7. **Catharine's dues:** Catherine has been overseeing our website for years at no cost for her services. She has asked that we consider waiving her fees in lieu of her services. All in attendance agreed, could the rest of you please e-mail me your thoughts. The only thing we need to do is determine how this works for Gail and the accounting process. Can we have her pay and then re-imburse for services rendered? Gail and Bruce let me know which is the best way to do this.
8. **GST:** Bruce and Gail sent a report and as near as they can determine we owe \$5,000.00 and the certification board owes closer to \$10,000.00 for GST dating back a number of years. They have been in contact with the Federal government and have made a formal request via a voluntary disclosure to have our GST waived. It is unknown at this point if this will be successful. They will keep us updated but obviously this could be a big hit financially. If we owe they will attempt to get on a payment plan.
9. **Report from Gail.**
 - She has hired a lady to train her in MYOB, a buisness accounting program.
 - We currently have 552 members, but only 292 have paid so far, get your dues in!!!!
 - Gail has a current accounting print out, she will e-mail it to us.
10. **Newfoundland Conference.** Pat, Dana, and Sara are all attending. All have been able to make their own arrangements to get funding but all three expect to still have out of pocket costs.

All three would like to attend the pre-conference day on forming national standards for C&YC and Pat wants to attend the two day Canadian Council meetings as our rep. Pat will see if the council covers that part. These will all cost extra money out of pocket for food and hotel. Dependent on Association finances, Pat proposed that all three receive \$300.00 from the Association. All three are very active in the Association and historically the President has had his way paid, sometimes even when the Association was not very active. It is only fair to support these three as they represent us in Newfoundland. All in attendance agreed, could the rest of you please e-mail me your thoughts.

11. Next meeting set for Sept 15th, at 10:00, at Enviro in Calgary, Liz to provide more details. Please indicate your attendance now and plan on a full day.