

**Canadian therapeutic Recreation Association
Certification Task Force (CTF) Teleconference Meeting
MINUTES**

Date: Thursday July 10, 2003

Present:

Tanea Goncalves (Chair)
Wayne Bishop (NL/L)
Raija McClelland (NWT)
Erin Turnell (AB)
Ana Osborne (PQ) for Maggie Blaise

Regrets:

Mary Clark or Liz McCarter (BC)
Janet Crealock (NB)
Gary Georgeson (SK)
Cindy Greenlay Brown (MB)
Dr. Jerry Singleton (NS)

1.0 Call to order

Meeting was called to order at 7:05 p.m. Eastern Standard Time.

2.0 Additions to the agenda

Agenda accepted.
Minutes adopted as distributed.

3.0 Old Business

3.1 Biography Information

- Biography information of CTF members has been updated to include new members who have joined and was sent to CTF members.

3.2 Recruitment of new members (PEI, ON)

- No one has been recruited from PEI to date for the CTF. There is no professional association in PEI.
- No news to date from Rebecca Boucher or Brian Bennison regarding a representative from Ontario.

Action: Wayne will check out the CTRA Web Site to verify the accuracy of the Maritime TR association information listed.

3.3 Strategic Plan Document

3.3.1 Definition of TR/Model

Action: Tanea will follow up with Gary regarding definition of TR from Saskatchewan.

3.3.2 Scope of Practice

- Each CTF member has been asked to research and submit examples of scope of practice from their respective provinces.

Action: Tanea will follow up with Gary regarding model from SARP.

Action: Tanea will follow up with Jerry regarding the availability of a student in the fall that could compile and compare the Provincial Association Membership requirements as well as their policies regarding “Grandfathering In” membership.

- The 4th edition of the Leisure Ability Model is available for ordering online.
Action: Rajai will check out website and email the CTF with the details regarding purchase
- NLTRA has adopted the Peterson & Gunn Model and will probably adopt the new model. The NLTRA is developing standards of practice for both TRS and RT Workers. The standards are almost complete and will be presented at the AGM in October 2003. Wayne reported that when they have been adopted the NLTRA could share them with the CTRA CTF.
- Quebec: Maggie has ordered a scope of practice document in French that she will receive in 3 weeks. She will give a report to the CTF at the next meeting.
- There was some discussion about whether or not the CTF should also address TR assistants and other positions. No decisions were made.

Action: Tanea will send all information to the CTF members as received.

- The CTRA will formally adopt a TR definition and model via CTRA Board and members based on the CTF recommendations.

3.3.3 Educational Requirements

- CTF members were asked to research and submit the educational requirements for membership to the provincial associations. CTF members were sent an email containing a number of documents outlining the various Canadian universities and colleges offering TR programs and courses. This document can also be found on the CTRA Web Site under “Resources”.

Action: CTF members are asked to review the document and send any additions and/or corrections to Tanea.

Action: Tanea will send the documents previous emailed to Erin and Rajai.

3.3.4 Job Description and Position Titles

- Each CTF member was asked to research and submit TR position titles and job descriptions from their respective provinces.
- The BCTRA is collecting information about TR position job descriptions, titles, specific duties, various levels and titles. They are also researching TR information from the unions. A study is being conducted in BC regarding the

difference between educational programs related to titles and wages. The BCTRA has a clause in their bylaws addressing Grandparenting.

Action: Tanea will follow up to clarify details.

- NLTRA does not have a clause in their association bylaws addressing grandparenting. It is addressed at a site-specific level.

Action: Wayne will follow up with NLTRA to gather more details.

- Quebec: Maggie is collecting job titles and descriptions from TRAQ-ALTQ and QAAP and will forward them to Tanea. She has obtained the association membership requirements from TRAQ_ALTQ and is waiting for QAAP's.

Action: Each CTF member is asked to gather and submit information from their respective provincial associations regarding "Grandparenting clauses" in the association bylaws.

4.0 New Business

4.1 Strategic Plan Document

4.1.1 How do other disciplines certify?

- Deferred

4.2 Quarterly Report

- Tanea has prepared the CTF Quarterly Report. The Task Force discussed sharing the information with members of the CTRA and other provincial associations. Tanea asked if there were any objections to sharing the contact list of CTF members. No objections presented.

Action: Tanea will forward CTF Quarterly Report to CTF members, who should then forward to their respective TR provincial associations.

Action: Tanea will submit the CTRA CTF member contact information to the Tribune to be included in all future publications.

Action: Tanea will contact Darlene regarding the posting of the CTF Quarterly Report to the CTRA Web Site.

4.3 Budget

- The CTRA Board has agreed to provide an operating budget for the CTF. Suggestions were brainstormed of what might be necessary to include as expenditures.
- A physical meeting or video conferencing meeting (\$500.00)
- Stationary supplies: paper, photocopies, envelopes, stamps, etc. (\$200.00)
- Resources
- Leisure Ability Model 4th edition
- Conference calls, phone calls (\$1200.00)

Action: All CTF members are asked to send any other suggestions to Tanea.

Action: Tanea will present the budget to the CTRA Board the 3rd week of August.

5.0 Next meeting – Thursday, August 14, 2003

- All CTF members are asked to please advise Tanea by email ahead of time (at least 3 days????) if you are not available for the August meeting. A minimum of 8 members (suggested guideline) will be required to hold a meeting.

6.0 Adjournment

Meeting adjourned at 8:05 p.m. Eastern Standard Time

Minutes respectfully submitted by Ana Osborne, sitting in for Maggie Blaise