

**Canadian Therapeutic Recreation Association
Certification Task Force Meeting – Vancouver, British Columbia
May 13, 2005**

MINUTES

In Attendance: Tanea Goncalves (Chair), Maggie Blaise (PQ), Chris Richards (ON), Helene Driscoll (BC), Erin Turnell (AB), Wayne Bishop (NF/L), Jerry Singleton (NS), Dawna Sylvestre (MB)

Regrets: Anne Robins (SK), Micheline Commitz (NB), Brooke Alsbury (Yukon)

Information Sharing: Francis Holt-Gallant (PEI)

	Item for Discussion	Discussion/Action to be taken	Person Responsible
1.0	Call to Order	The meeting was called to order by Tanea	
2.0	Approval of Agenda and Minutes from April, 2005	The April minutes were accepted as distribute. There were no additions to the agenda.	
3.0	Priority Items for meeting		
<i>3.1</i>	<i>Strategic Plan 2005-2006</i>	<p>#1 NCTRC negotiations (8 votes)</p> <ul style="list-style-type: none"> • Secure approval from board to proceed • Secure approval for increased budget for negotiations • Seek further information from Bob Ryley • Contact legal service/lawyer. • Possible face-to-face meeting could occur in October with Jerry? • Teleconference meeting – cost share <p>NCTRC negotiating committee (Tanea, Jerry and Chris)</p> <p>Negotiating issues</p> <ul style="list-style-type: none"> • Legislative practice questions • Job analysis • Language Issue • Educational Qualifications • Competency requirements • 10-15 year plan • Nationalism issues <p>Action: Chris and Helene to contribute to contact list and provide references for lawyer.</p> <p>Action: Tanea to respond initially to B. Riley to indicate that CTRA is interested in commencing negotiations</p> <p>#2 Questionnaire re: job analysis (6 votes)</p> <ul style="list-style-type: none"> • Questionnaire marketing and database collection objective needs to be determined and also need consultation with Jocelyn <p>Job Analysis Questionnaire committee – Maggie and Jerry with Jocelyn Moirer. Possibly could involve Paddy Godbehere?</p> <p>#3 National standards of practice (4 votes)</p> <ul style="list-style-type: none"> • Initial Criteria still needs to be developed • Technical Writer • TRO has a Standards of Practice portfolio <p>Action: Dianne Bowtell to investigate possibility of recruiting a technical writer to identify all the similarities and differences of the various Standards documents</p>	

		<ul style="list-style-type: none"> • After this work is complete a “Standards of Practice” team needs to be recruited • Possibility of administrative support <p>Marketing (2 votes)</p> <ul style="list-style-type: none"> • Accomplishment of the CTF • Various Resources available - webpage • Certification 101, FAQ’s (CTRA Webpage) • Special Tribune newsletter (1 page) • Development of Road Show • Power point presentation to be on the website • Automatic conference session at each provincial conference • Poster/Display re: Certification (French and English) • Information to be provided to new members <p>Marketing committee – Erin, Helena</p> <ul style="list-style-type: none"> • Contacting lawyer (2 votes) • Creating budget (1 vote) • Documents to be completed and updated every three years • Contacting various national organization and query how they developed, administer their certification program. Possibly looking to student groups or directive study classes. • Development of bylaws 	
3.2	<i>Budget Discussion</i>		All
3.3	<i>NCTRC Meeting</i>	Discussion – Future Action/Task Group	All
		NCTRC Job Analysis	All
3.4	<i>Cross Comparison of TR Standards of Practice and Scope of Practice statements to TRO, NLTRA, NSRPH</i>	Action: Standards documents to be forwarded to Tanea for Technical writers	Jerry, Wayne, Chris and Tanea Jerry Tanea Jerry
4.0	Old Business		
4.1	<i>Comparison of twelve Professional TR Provincial Association – Dalhousie University Research Report & Status of TR in Canada (Issues in TR) Document</i>	Action: Jerry to report. Documents have been revised. Look into making this document public via Web or CD.	Jerry
4.2	<i>Marketing Resource</i>	Action: Erin to Report (tabled) Resources finally passed onto Erin. Erin to report at next meeting	Erin
4.3	<i>Develop Job Competencies of TRP</i>	Action: Maggie and Chris to look into further research documents that could be beneficial to re: competencies.	All Maggie

4.4	<i>MDS TR Definition</i>	Action: Report: Erin to look into definition.	Erin
4.5	<i>Benefits vs. costs with independent certification or NCTRC.</i>	Brainstorm session	<i>All</i>
4.6	<i>Determine what Certification should entail</i>	Action: Helene will compile a brief report and also forward e-document when she receives this information from the BCTRA. Action: Anne to keep the group informed re: the work being done in Sask.	Helene Anne
5.0	New Business		
5.1	<i>ATRA Information</i>	Position papers for the Therapeutic Recreation Educator conference in Chicago	Jerry
5.2	<i>Examine Important Educational Coursework for TR Certification</i>	Tabled for future discussion.	
5.3	<i>Poll (What should certification entail?)</i>	Tabled for future discussion	
5.4	<i>TRO Registration Process</i>	<i>TRO registration process has been provided for Tanea. Will investigate sharing of information to CTF.</i>	
6.0	Next Meetings	June 9, 2005 – regular time – 5:00 mountain time	
7.0	Adjournment		