

**Canadian Therapeutic Recreation Association
Certification Task Force Meeting – Tele-conference
June 0, 2005**

MINUTES

In Attendance: Tanea Goncalves (Chair), Maggie Blaise (PQ), Erin Turnell (AB), Wayne Bishop (NF/L), Jerry Singleton (NS), Dawna Sylvestre (MB), Anne Robins (SK)

Regrets: Chris Richards (ON), Micheline Commitz (NB), Helene Driscoll (BC), 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 May, 2005	Erin moved to accept the minutes of the May meeting as distributed. There were no additions to the agenda.	
3.0	Strategic Plan 2005-2006		
3.1	NCTRC negotiations (Tanea, Jerry, Chris)	<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>Tanea to compose a letter identifying the issues re: NCTRC certification program. – Educational qualifications – we will not currently meet; competency – job analysis; educational institutions offering programs for 10-15 year plan.</p> <p>NCTRC is moving toward an International program...</p>	
3.2	Questionnaire re: job analysis (Maggie, Jerry and Jocelyn)	<p>Questionnaire marketing and database collection objective needs to be determined and also need consultation with Jocelyn</p> <p>Action: Maggie and Chris to look into further research documents that could be beneficial to re: competencies.</p> <p>Report to be provided by July by Maggie</p> <p>Action: Maggie will contact Jocelyn to initiate potential questionnaire. What type of questionnaire do we want...we want to create a questionnaire that goes out to Canada, self-administered not requiring observation. Jerry and Maggie to coordinate calls and future research.</p>	
3.3	Marketing (Erin, Helene)	<p>Certification marketing plan to be developed</p> <p>Action: Erin to reports on Marketing Resources</p> <p>Initial report provided</p> <p>Quarterly goals: Summer issues –</p>	

		<p>Individual provinces...webpages...CTRA certification</p> <p>Road show to be developed/ display boards</p> <p>Action: CTF members to review and comment at next meeting</p>	
3.4	National standards of practice	<p>Action: Dianne Bowtell to investigate possibility of recruiting a technical writer to work on Standards of Practice documents</p> <p>Done.. Reports a finalized document to be ready for 2006</p> <p>Action: Standards documents to be forwarded to Tanea for Technical writers</p> <p>Jerry – NTRS Christ – ATRA?</p> <p>Action: Recruitment of Standards of Practice task group</p>	
3.5	<i>Budget development</i>	<p>2005-2006 CTF Budget needs to be developed and forwarded to CTRA BOD for approval</p> <p>Standards technical writer Teleconference – 2nd month Teleconference – NCTRC negotiations (2-3 meeting (4-5 people); long distance calls – 20 calls (30 minutes) Teleconference – Canadian Job Analysis committee – preliminary discussions – 15 phone calls Marketing – Road show, presentations, conference calls – 15 calls – 2-3 people; hard copies for 1500 with mailouts...x 4 Resources – 250.00</p> <p>Resource book – links or items on Webpage...Tanea to discuss with Darlene</p>	
4.0	Unfinished 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>	<p>Action: Jerry to report.</p> <p>Documents have been revised. Look into making this document public via Web or CD.</p> <p>Another run through for each of the provinces – spreadsheet...</p> <p>Jerry to put together what he wants info on Cert process and developments going on...update 8 questions...</p> <p>Part of Marketing???</p> <p>Tanea to look into Web & CD...provinces</p>	
4.2	<i>MDS TR Definition</i>	Action: Report: Erin to look into definition.	Erin
4.3	<i>Determine what Certification should entail</i>	<p>Action: Helene will compile a brief report and also forward e-document when she receives this information from the BCTRA.</p> <p>Action: Anne to keep the group informed re: the work being done in Sask.</p> <p>RT job descriptions to be completed by end of summer and available for employers. Global job description that can be tailored for each employer</p> <p>Advisory committees – working with post secondary institution to develop curriculum.: documentation guidelines, assessments tools, one:one interventions, various models of TR.</p> <p>Brand new curriculum beginning September at SIAST</p>	<p>Helene</p> <p>Anne</p>
5.0	Other Areas of interest		

5.1	<i>ATRA Information</i>	Position papers for the Therapeutic Recreation Educator conference in Chicago Jerry to send access to webpage	Jerry
5.2	<i>TRO Registration Process</i>	<i>TRO registration process has been provided for Tanea. Will investigate sharing of information to CTF.</i> <i>Chris to get document out to CTF members for their review</i>	
6.0	Next Meetings	July – E-mail update – July 14, 2005 August – E-mail update – August 11, 2005 September – Tele-conference – September 15, 2005 * October – E-mail Update – October 13, 2005 November – Tele-conference – November 18, 2005 * December – E-mail Update – December 8, 2005 January – Tele-conference – January 12, 2006 February – E-mail Update – February 9, 2005 March – Tele-conference – March 9, 2005 April – Tele-conference – preparations for CTRA conference – 13, 2005 May – CTRA conference – face-face meeting	
7.0	Adjournment		

Tanea to burn CD...for everyone – mailing addresses are required for each member...