

**Canadian Therapeutic Recreation Association
Certification Task Force Meeting – Tele-conference
November 17, 2005**

MINUTES

In Attendance: Tanea Goncalves (Chair), Chris Richards (ON), Wayne Bishop (NF/L), Jerry Singleton (NS), Maggie Blaise (PQ),

Regrets: Helene Driscoll (BC), Dawna Sylvestre (MB), 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		
2.0	Approval of Agenda and Minutes from May and September , 2005		
3.0	Strategic Plan 2005-2006		
3.1	NCTRC negotiations (Tanea, Jerry, Chris)	<p><i>Negotiating issues</i></p> <ul style="list-style-type: none"> • <i>Legislative practice questions</i> • <i>Job analysis</i> • <i>Language Issue</i> • <i>Educational Qualification ns</i> • <i>Competency requirements</i> • <i>10-15 year plan</i> • <i>Nationalism issues</i> <p>Action: Chris to compose letter to NCTRC for review from CTF, CTRA BOD and designated legal representative.</p> <p>Letter has been composed. Sent to the CTRA President. Hopes to have letter to lawyer in the next while.</p> <p>Hope to arrange conference calls with committee and Bob Riley.</p>	Chris
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>No further documents. If anyone comes across appropriate information. Please share with the group.</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> <p>Difficulty connecting with Jocelyn. Will continue to try to coordinate a meeting.</p> <p>Jerry may proceed to draft a questionnaire.</p> <p>NCTRC Job Analysis may be beneficial to this process.</p>	<p>Maggie/Chris</p> <p>Maggie/Jerry</p>

		Get information to the CTRS's in Canada to be involved in the future Job Analysis for NCTRC. Potential letter from CTRA to be sent via NCTRC. Version that Jerry developed for disbursement. Tanea to circulate letter to CTF members.	
3.3	Marketing (Helene, Anne, Wayne)	<p>Action: Anne and Helene will develop information for Tribune.</p> <p>Goal: Increase profile of Certification Task Force.</p> <p><i>Quarterly goals: Summer/Fall/Winter/Spring issues – Individual provinces...webpages...CTRA certification Road show to be developed/ display boards</i></p> <p>Action: CTF members to review and comment re: Marketing Plan review of documents at next meeting. “The Business of Certification.” Tanea to forward to group for discussion.</p> <p>Action: Marketing Plan for Task Force</p> <ul style="list-style-type: none"> We need to develop a Marketing Plan with timelines. <p>Issue with Certification Rumours People need to understand that we are looking at variety of options for Certification in Canada. One potential in NCTRC and that is currently being investigated. There are 7 issues with their program. Membership gets final decision. We are also in a process to develop a Canadian Job Analysis for TR. What are the Benefits and Issues with the NCTRC? NCTRC is a NOCA certifying agency.</p> <p>Idea for Marketing...definitions</p>	<p>Anne/Helene/ Wayne</p> <p>All</p> <p>Anne/Helene/ Wayne</p>
3.4	National standards of practice	<p>Action: Tanea to meet with Technical Writer re: development Of National Standards of Practice. Using documents, NLTRA, TRO, NTRS, ATRA-US.</p> <p>Met with potential Technical Writer. She declined the offer. Will be looking at recruiting another technical writer. We have developed a contract with time lines.</p> <p>Query: Standards – NSRPH/TRACC – potential new document to be unveiled.</p> <p>Action: Chris to Speak with TRO BOD</p> <p>TRO would like a letter identifying specifically what CTRA would like to use the standards and what we plan on doing with them.</p> <p>Wayne would like to be involved with the future standards of practice.</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</p>	Tanea

		<p>Resources – 250.00</p> <p>Possible use of an information sharing website.</p> <p>Technical Writer funding for approval.</p> <p>Action: Tanea to forward information on Website for CTF members to review. May be a way to reduce some costs for meetings. www.openspace.org Query how to use for our benefit???</p> <p>Action: Webpage: Tanea to speak with Darlene re: placing Year 1 resources on Website Darlene able to get resources on website. We need to select the resources that have been collected and developed by CTF</p>	<p>Tanea</p> <p>Tanea</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>Action: Jerry to forward latest document for provincial review.</p> <p><i>In future: Look into making this document public via Web or CD.</i></p> <p>Action: Jerry to put together what he wants info on Cert process and developments going on...update 8 questions...</p> <p>Round 3 – Tanea to send out...everyone responsible for getting information from their provinces and send back to Jerry. In future make accessible to others via web. ???Update spreadsheet???</p>	<i>Jerry</i>
4.2	<i>MDS TR Definition</i>	Action: Dawna to investigate contact information for the MDS Canadian Distributors to get the definition updated for Canada. Momentum???	Dawna
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>Model of recreation Services in the Province of Saskatchewan – community recreation, educations, therapeutic recreation, everything possible...what area they work in and how they work. Anne will get information out to group.</p> <p>Sent out. For group to review</p> <p>Action: Anne to keep the group informed re: the work being done in Sask.</p> <p>Executive Director has been recruited.</p> <p><i>Original goal to update the collaboration being completed with the University and the professional group re: curriculum and competencies.</i></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	Jerry

		<p>conference in Chicago</p> <p>Wayne – Accreditation in TR Jerry – Distance Education Maggie – Higher Education Influences and Trends Chris – Summary Report: Current Status of Professional Preparation in TR Tanea – Undergraduate Education in TR</p> <p>Left: for Anne, Helene and Dawna - Education and Training in Related Disciplines - Master’s Education in TR - Practitioner/Leader Survey</p> <p>Anne, Helene and Dawna to select topics.</p> <p>CTF members to review document, complete summary as well as recommendation for rest of group to read article for CTF</p>	Tanea
5.2	<i>TRO Registration Process</i>	<p>Action: Chris to get document out to CTF members for their review</p> <p>Chris to look into it...</p>	Chris
5.3	<i>CD's with Minutes and Reports</i>	<p>Action: CTF members to provide current mailing address. Please review current contact information.</p> <p>Have addresses</p> <p>Action: Tanea to send CD'S to CTF members.</p>	All Tanea
5.4	<i>Update Post Secondary institution documents</i>	<p>Letter to be written to Dalhousie for student</p> <p>Since meeting: Mark Parolin: has become the CTRA Education Liaison. Will be taking this over.</p>	All
5.5	<i>Rod Dieser Article</i>	Tanea forwarded article to group for review and future discussion. Could not open the attachment. Will try to resend. Published in Leisure Studies.	All
5.6	<i>Student Queries</i>	Members continue to get many questions from Students. We should pull questions together for Certification 101. Please forward questions to Tanea to identify common questions.	
6.0	Next Meetings	<p>January – Tele-conference – January 19, 2006 February – E-mail Update – February 9, 2006 March – Tele-conference – March 9, 2006 April – Tele-conference – preparations for CTRA conference – 13, 2006 May – CTRA conference – face-face meeting</p>	
7.0	Adjournment	Query discussion re: presentation in Halifax??? Tanea to look into...Brief update and panel discussion on CTF. (60 minutes)	