

**Canadian Therapeutic Recreation Association
Certification Task Force - Teleconference
Thursday, April 20, 2006**

Minutes

Present: Tanea Goncalves; Jill Buerger, Anne Robbins, Maggie Blaise

Regrets: Jerry Singleton, Helene Driscoll, Wayne Bishop, Chris Richards, Micheline Comitz

	Item for Discussion	Discussion/Action to be taken	Person Responsible
1.0	Call to Order	Meeting called to order at 5:10 (Mountain Time).	
2.0	Approval of Agenda and Minutes from March 2006	Anne motioned to adopt the minutes as circulated.	
3.0	<i>Strategic Plan 2005-2006</i>		
3.1	NCTRC negotiations (Tanea, Jerry, Chris)	<p><i>Negotiating issues</i></p> <ul style="list-style-type: none"> • <i>Legislative practice questions, Job analysis, Language Issue, Educational Qualifications, Competency requirements , 10-15 year plan, Nationalism issues</i> <p>Update: Overall, meetings are going well. Have met twice and have resolved 5/7 issues as presented in the letter.</p> <p>Another issue to add to discussion: CTRA financial compensation?</p>	Tanea, Jerry, 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: Waiting for translation information. Beginning of April format/protocol to be developed.</p> <p>NCTRC negotiations may help with regard to the Job Analysis.</p> <p>Would like to have a timeline developed for committee.</p> <p>Update: Translations complete. Quality assurance information still requires translation, however not necessary. We require the specific questions from the questionnaire, interview questions and grid/criteria. Maggie will attempt to contact Jocelyn.</p>	Maggie/Jerry
3.3	Marketing (Helene, Anne, Wayne)	<p>Action: Anne, Helene and Wayne will develop marketing plan with timelines.</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: Team to develop marketing plan for president's meeting in May</p> <p>Update: Tentative ideas to be forwarded to Tanea prior to May 4, 2006</p>	Anne/Helene/Wayne

3.4	National standards of practice	<p>Update: Document complete. Sent to membership with the Tribune. Will go out to membership with vote.</p> <p>Some did not receive document. Individuals to e-mail Susana.</p>	Tanea
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: Tanea to send out for 3rd round. Complete by May/06</p> <p>Idea to move off our agenda to presidents meeting. (May/06). Annual AGM report. CD to be distributed at May provincial president's meeting.</p> <p>Waiting for responses to update document. NF/L and TRO complete. Please forward to Jerry ASAP.</p> <p>Update: No update available</p> <p>Jill requires document for update. Document sent to Flora for PQ associations.</p>	All
4.2	<i>MDS TR Definition</i>	<p>Action: Tanea to contact group.</p> <p>Update: Spoke to MDS creators and discovered that a Bulletin was sent out to that updated the current Canadian definition of TR. Problem occurs with the Main Manual has never been updated. However, we are to refer to the updated Bulletin. Printed in the Tribune – Spring edition 2006</p>	Tanea
4.3	<i>Determine what Certification should entail</i>	<p>Action: Anne to keep the group informed re: the work being done in Sask.</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>Update: No changes at this time. Meeting to be held soon with the TR advisory group.</p>	Anne
5.0	Other Areas of interest		
5.1	<i>TRO Registration Process</i>	Action: Tanea to forward document to CTF members	Tanea
5.2	<i>CD's with Minutes and Reports</i>	Action: Tanea to send CD'S to CTF members.	Tanea
5.3	<i>Rod Dieser Article</i>	<p>Tanea forwarded article to group for review and future discussion. Could not open the attachment. Will try to resend. Published in Leisure Studies. Sent</p> <p><i>Jill needs copy. Discussion held to remove off our agenda and circulate information for CTF member knowledge.</i></p>	All
5.4	<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.	

		<p><i>Is it possible to keep track of student queries re: Certification? Compile. 0 inquiries this month.</i></p> <p><i>Include in Certification 101</i></p>	
5.5	Strategic Plan 2006-2007	<p>1. Implementation Strategies</p> <p>2. Promoting the Certification process</p> <p>3. Liaison with Universities/Colleges</p>	
6.0	Next Meetings	<p>May 5, 2006 – CTRA conference – 12:00 Bedford Room June 15, 2006? – Teleconference prior to summer</p> <p>Also NCTRC Certificants meeting at 5:30 that Friday evening. All individuals with interest in Certification are welcome to attend.</p>	
7.0	Adjournment		

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