

**Canadian Therapeutic Recreation Association  
Certification Task Force - Teleconference  
Monday, January 15, 2007**

**Minutes**

BC/Yukon (4:00 p.m.); AB/NWT (5:00 p.m.); SK/MB (6:00 p.m.); ON/PQ (7:00 p.m.);  
NB/NS/PEI (8:00 p.m.); NF (8:30 p.m.)

Reservationless-Plus North American Toll Free Dial-In Number: 1-866-269-3832 Conference Code: 1101661661

Present: Tanea Goncalves, Anne Robbins, Chris Richard, Ellen Locke, Helene Driscoll, Maggie Blaise, Ashley Hinman, Debbie Wolowich

Regrets: Jerry Singleton, Jill Buerger, Micheline Comitz, Wayne Bishop

\*updates in red

<b>1.0</b>	<b>Call to Order</b>	5:10pm AB time	Tanea
<b>2.0</b>	<b>Approval of Agenda and Minutes from September 2006, January 2007 and November Update</b>		Maggie Ann to second All approved
<b>3.0</b>	<b>Strategic Plan 2006-2007</b>		
<i>3.1</i>	Marketing Plan (Update)	<p><b>Goal: Increase profile of Certification Task Force/Promoting the Certification process</b></p> <p><b>Marketing Plan</b> -CTRA Tribune Update -Update will happen in next tribune for April 1<sup>st</sup> as the last deadline was missed</p> <p><b>Provincial Newsletter Update</b> -Maggie completed generic copy -Tanea to send out copies with minutes -Maggie to resend generic copy -Committee to make comments this week</p> <p><b>CTRA Website Update</b> -Wayne to update website -Website to include proposed bylaws with links to minutes and the marketing plan process -Generic document to be sent out by Wayne -Tanea to send CD of completed updates to Susana for formatting then to Darlene to put on the CTRA web page - What is certification requires update – Tanea and Helene will work on this -Wayne and Tanea to set up meeting with Darlene -Email set up to answer inquiries <a href="mailto:trcertification@yahoo.ca">trcertification@yahoo.ca</a>, Tanea to send out password -Susana able to format anything we need -Look at putting entire promotional package on the website</p> <p>-</p> <p><b>CTF Presentation General</b> -To include the CTF history and future plans -Wayne looked at what Bob Riley did -Simplistic presentation consisting of 36 slides</p>	<p>Tanea</p> <p>Maggie All</p> <p>Wayne Tanea Susana</p> <p>Wayne Ashley Debbie</p>

		<ul style="list-style-type: none"> <li>-To be sent out to members, educators and provincial presidents with the possibility of it being put on the CTRA webpage</li> <li>-To be completed by next week</li> <li>-To be proofread by Ashley and Debbie</li> <li>-Wayne to send out presentation in next couple of days</li> </ul> <p><b>CTF Presentation Annual Conference</b></p> <ul style="list-style-type: none"> <li>-Call for presentations on website, papers need to be in Jan. 31/07</li> <li>-CTF to do presentation at conference in Saskatchewan</li> <li>-Tanea to indicate that CTF will do a panel discussion for all in attendance at the conference</li> <li>-Presentation in Saskatchewan to last 1.5 hours, it will be called "Raising the Bar" and the members will break into 4 main stations to discuss issues</li> <li>-What is certification as one topic?</li> <li>-What model are we following as another topic</li> <li>-We need to answer and think of key questions that members will want to know</li> </ul> <p><b>Promotional Materials</b></p> <ul style="list-style-type: none"> <li>-Jill sent email to treasurer</li> <li>-Promotional materials to include a bookmark for each CTRA member</li> <li>-Bookmarks to remind of members to educate themselves about the vote coming up</li> <li>-Jill to create a draft for the bookmarks and to send the draft to Susana for formatting</li> <li>-Promotional materials to be translated into French, check with Flora</li> <li>-Asking for \$400 for promotional materials including promotional packages and bookmarks</li> <li>-Materials to be sent out in about a month after translated into French</li> <li>-Jill to send Maggie information, the sooner the better (make sure to capitalize CTRA)</li> <li>-Ashley to contact Jill about status of bookmarks</li> <li>-Ashley to send out committee the voting policies and procedures</li> <li>-Ashley to ask Darlene if received package from Bob Riley</li> </ul> <p><b>CTF Marketing Budget</b></p> <ul style="list-style-type: none"> <li>-To include 2 mail outs</li> <li>-Totalling \$900</li> <li>-We were approved \$900 by the board</li> </ul> <p><b>Motion</b></p> <ul style="list-style-type: none"> <li>-Problems with words "formal affiliation"</li> <li>-Intent is to develop the potential for Canadian certification</li> <li>-All CTF members to look over the motion and send changes to everyone on the task force</li> <li>-CTRA moving toward changing recreation professionals to recreation specialists</li> <li>-Consult Bob Riley</li> <li>-Helene updated motion and Bob Riley made a few tweaks to update the motion</li> <li>-Maggie to translate motion</li> </ul> <p><b>"Yes" or "No" Vote implications of each</b></p> <ul style="list-style-type: none"> <li>-Chris working on the implications</li> <li>-Info to be sent out in the next couple of weeks</li> <li>-Members to provide comments</li> <li>-If yes members need to look at marketing, next steps, negotiations, taking out parts on American legislation, contacting educational institutions, creating a timeframe for members to become certified, importance of hiring people who are certified, creating presentations to educate members... etc.</li> </ul>	<p>Tanea All</p> <p>Jill Maggie Ashley</p> <p>All</p> <p>Maggie</p> <p>Chris</p>
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3.2	NCTRC	Table until after vote...	
<b>4.0</b>	<b>Unfinished Business</b>		
4.1	<i>Comparison of twelve Professional TR Provincial Association – Dalhousie University Research Report &amp; Status of TR in Canada (Issues in TR) Document</i>	<b>Goal: Confirm project complete</b>	Jerry
<b>5.0</b>	<b>Other Areas of interest</b>		
5.1	<i>Implementation Strategies (After positive vote)</i>	Table until after the vote	All
<b>6.0</b>	<b>Next Meeting</b>	-Email meeting in March -April 12 teleconference meeting	

<b>7.0</b>	<b>Adjournment</b>	5:57 AB time	
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