

## Update on Certification Task Group:

1. CTRA board of Directors has approved that the Task Group move forward with going to membership for a vote a support in undertaking formal negotiations with NCTRS.

### **Actions Needed:**

Forward Marketing Plan to Board

Prepare Budget for associated costs and forward to Board

Prepare wording for Motion at AGM

Prepare a document to describe process if there is a yes vote or a no vote

2. Marketing Plan implementation:

### **Actions Needed:**

CTRA Website update- include past minutes to demonstrate how task group came to recommendation and highlight the discussion with NCTRS related to willingness to address concerns.

Helene, could you please identify the specific items that need to be completed from our Marketing Plan. I looked for the file on my memory stick, however it was not there. Or forward the document to me and I will add to this area.

Investigate including a “Certification Chat Room” on the website

Develop a questions and answers fact sheet (use similar questions that Chris mentioned where brought up at the Ontario Teleconferences)

3. Recommend that we “Test the waters” by providing CTRA members the information package regarding work to date, etc and ask for feedback. Use the feedback to make changes and send out packages for final voting. Similar to how the Standards were presented. **Recommend: February and March**
4. Proposed Timeline (as developed at Nov. 16<sup>th</sup> teleconference)
  - Develop summary of tasks required to move forward: Helene to forward to Tanea for review by Nov. 17<sup>th</sup>.
  - Summary of task/request for volunteers from Task Grp to be sent out by Tanea by end of November – **All CTF members**
  - Documents prepared for membership- by end of January
  - Test the waters – February and March
  - Make changes in package/plan as per feedback from members- last 2 weeks of March.
  - Prepare final information package and voting materials for members- send out by first of April. Voting to occur April and May.
  - Tally results and prepare for reporting at AGM- June 1-15.
  - AGM- Task Group to present findings and next steps

5. Can all members of the task group please sign up for one or two task to facilitate this happening as described!