

Centre for Treatment of Sexual Abuse and Childhood Trauma
Annual General Meeting
Monday January 23rd, 2012
18 h 30
Richmond Room, City Hall

MINUTES

Present: Gail Mitchell, Mary Hogan Finlay, Susan Kim, Gonnée de Witte, Jan de Crespigny, Rebecca Nemiroff, Cheryl Geeson, Yvonne Silson, Lisa Mayhew

Regrets: Brenda Saxe, Mathew Kerr, Bev Cimermanis

Invitees: Robert Bialik, Justine McNulty, Sheryl Selwyn

1) Welcome and Opening Remarks

The attendees were welcomed and invited to introduce themselves. The agenda was introduced by the Chairperson, and amendments were made to include reports from board committees.

2) Approval of 2011 Minutes

The Annual General Meeting minutes from 2011 were previously reviewed by the board members, and approved by Gonnée de Witte and seconded by Jan de Crespigny.

3) Report from the Chairperson of the Board: Gail Mitchell

The Chairperson informed attendees that Paula Kingston had recently resigned from the board. The Board and Centre would like to acknowledge Paula for her support and thank her for her hard work.

The Chairperson expressed that the Centre has been through a lot of change in the last two years, and it has achieved incredible accomplishments. Most significantly, the Centre is now back in a centralized office space. Gail expressed that it is great for the Centre to be together as a team by using the same office space. Since its foundation 20 years ago, the Centre has been through drastic transitions, and has continued to successfully provide support and help in the community.

4) Report of Clinical Status: Rebecca Nemiroff

Statistics of the 2011 intakes was reported to attendees. 171 phone intakes were completed and 81 clients were referred to associates, interns, and professional members of the Centre. 28 clients were placed on the low-fee waitlist; however, some are already being seen by Centre interns. 12 clients are waiting to be assigned to an associate, while 50 intakes cancelled services, or were referred elsewhere. With respect to annual and monthly intakes, the Centre is right on parity with previous years.

In 2011, the Centre was able to re-start the internship program. Two PhD clinical psychology students (University of Ottawa) and one MA counselling student (St. Paul University) have been

working at the Centre. The Centre will continue to provide training to graduate level clinical students from these two universities.

5) Report on Membership: Rebecca Nemiroff

Rebecca Nemiroff took on the role of Membership Coordinator. The Centre welcomed a new Associate Candidate (Dr. Bob Bialik, C. Psych) and a new Professional Member (Luc Dumouchel, CCC) in 2011. Bob's associate candidacy period is coming to an end in February 2012. Justine McNulty, a recent MSW graduate, and Sheryl Selwyn, CCC, began as new Associate Candidates in January 2012. Three more applications are in process; these candidates will begin working with the Centre by March 2012. Due to successful recruitment efforts, the Associate application process has been closed for the time being. Recruitment of Professional Members is ongoing.

The Centre has refined the membership application process this past year. Three different levels of membership have been defined (Emeritus, Associate and Professional), and membership packages are being created for each. Membership fees have been established, and policies and procedures around the application process are under review.

The Chairperson congratulated the Centre on the incredible work completed this past year with membership recruitment.

6) Report of Programming and Administration: Susan Kim

Susan Kim commenced the reporting of Programming and Administration by thanking the attendees of the AGM for their continued support.

Administration: Susan Kim

During 2010 and 2011, the Centre completed an evaluation of the pilot decentralized model. The Steering Committee decided that finding a centralized office to be shared by Associates would be the best approach for the Centre. An appropriate physical location was found in November 2011. This transition to a centralized model allows the Centre to restart the internship program, and provides support for administrative duties.

Kasi Shanmukanathan joined our team as Office Coordinator mid-way through the operating year.

The Centre's policies and procedures will be reviewed during this upcoming year.

Programming: Susan Kim

A successful Strategic Planning session was held in September 2011 to help clarify plans for the following operating year. This meeting allowed the Steering Committee to address initiatives and plans for membership, centralized office space, internship program, yearly programming goals, and organizational structure. Cheryl Geeson, was thanked for her wonderful job in facilitating the Strategic Planning session.

In November 2010, Jan de Crespigny coordinated a successful conference featuring Dr. Martha Stark, titled, "Relentless Hope: the Refusal to Grieve." 71 participants attended this event, and

the profit from the event totalled \$12,114.23. In November 2011, Jan de Crespigny organized a conference presenting Dr. Diana Fosha, the founder of Accelerated Psychodynamic Therapy. This two day workshop brought in a profit of \$22 346.34 and 119 participants. Matthew Kerr is coordinating a conference in June 2nd, 2012. The Centre will invite Kathy Steele, former president of the International Society for the Study of Trauma, to provide a workshop on stabilization skills for complex developmental trauma disorders. In the upcoming three to five years, the Steering Committee will look at developing events to provide more public outreach and community involvement.

2009-2010 Audit: Susan Kim

Through the excellent services of Watson, Folkins, and Corey, the audit was completed successfully in the Spring of 2010 and returns were filed. The auditors left the Centre's books in a good position for the following year. The audit results were presented to the Board in June 2011.

2010-2011 Audit: Susan Kim and Gonnine de Witte

In October 2011, the Frouin Group was hired to assist with the 2010-2011 audit. Gonnine de Witte presented the financial statements. The financial statements were discussed and were tentatively approved - (some small corrections needed to be made in the notes to the statements, which have now been completed). The Centre was commended for completing the audit on time these past few years. The financial statements show that the Centre is very close to budget. The Centre is showing positive signs in that what was budgeted is very close to the final expense tally. Praise was given to the Centre for the profits brought in from workshops. In 2012, we expect to see more positive feedback on the Centre's finances.

7) Board Committees: Gail Mitchell

This past year, the board committees were fairly inactive. Short comments were provided regarding each committee.

Policy and Planning Committee: It is time for the board to review policies and overall documents that support the Centre. This year, the Policy and Planning committee will be reviewing the Centre's documents and making suggestions for changes. Gail recommended that, upon reactivating this board committee, new members be invited.

Growth and Communication Committee: This board committee was inactive this past year.

Subsidy Committee: As there had been no surplus of revenue this past year, the Subsidy Committee did not have funds to review. Gail clarified that we must be confident whether the Centre's revenues can handle subsidy allocations prior to distribution of these funds. She stated that the Centre will require further strategic analysis regarding subsidies. Cheryl Geeson advised that this committee requires membership from outside the board and steering committees. Paula Kinston will be asked if she would like to join as a community member for this committee.

8) Board Update and Election of the Board of Directors for 2012

Gail questioned whether the board ought to expand or reduce board subcommittees. It was acknowledged that there is a need to have a board; however, the level of input provided from the board is flexible. Gail clarified that current board members play an advisory role at the Centre. The Associates are responsible for setting direction, and are allowed to accept or modify the board's recommendations. The board requires a minimum of eight individuals. Cheryl Geeson recommended that the board start thinking about succession planning as members are likely to retire in the upcoming years. She explained that the board needs to ensure there is constant renewal, and suggested two additional individual join as members. Matthew Kerr was nominated to become a board member.

9) Appointment of Auditor for 2012

The Frouin Group will be appointed as auditors for this year. Gonnée de Witte was in favor of this decision as this form of continuity is beneficial.

10) Closing Remarks

Rebecca Nemiroff invited professional members, associates, associate candidates and board members to visit the Centre on March 5th, 2012 for an open house. A formal invitation will be sent to all parties in the upcoming weeks.

11) Adjournment

The Centre for Treatment of Sexual Abuse and Childhood Trauma would like to thank the following local merchant for their continued support in donating refreshments to our AGM:

Starbucks (Bank and Hopewell)