



ANNUAL GENERAL MEETING MINUTES

May 31, 2025 – 12:45pm

1. Land acknowledgment
2. Approval of agenda- Johanna, Helen
3. Approval of minutes of 2024 Annual General Meeting – Johanna, Kaela
4. Committee Reports
 - a. Anti-Racism Committee Report

ARC Annual Report 2024-2025

- ARC Committee
 - o ARC committee is made up of Natascha Lawrence, Monica Bhatara, Crystal James, Diane Larsson Nehru, Kaela Blahey, and Kiilea Saunders Mason (currently on mat leave)
 - o One ARC member Diane Larsson Nehru is stepping down from her position on ARC. Diane has been a valuable member of ARC for a number of years and is outspoken in her advocacy for equity-deserving groups. Thank you Diane for your sharing, your passion, and your valuable contributions to ARC.
 - o One ARC advisor Monica Bhatara is stepping down from her position in ARC- thank you to Monica for your meaningful contributions to this year's ARC work, we look forward to seeing you further anti-racism initiatives in your other roles on the BCPTA board.
- ARC held six meetings this year.
- Accountable Space Guidelines
 - o ARC welcomed two new advisors to the committee this year and therefore our Initial meetings focused on building safety within ARC. Through this work one of our ARC advisors introduced us to an article called "Safe and Brave Spaces Don't Work (and What you can do instead)" by Elise Ahenkorah which is an article that speaks about the value of what is called "accountable spaces"- which she differentiates from previously popularized "safe spaces" and "brave spaces". This article also outlines the Accountable Space Guidelines developed by UCLA. ARC integrated these guidelines into our ARC meetings as well as brought them forward to the board, who also agreed to integrate these into the board's practice and more broadly into all BCPTA events - including our book club. ARC attempted to organize a training with the author Elise Ahenkorah but unfortunately, this was outside of the ARC budget. If you would like more information on this please visit:
<https://medium.com/@elise.k.ahen/safe-and-brave-spaces-dont-work-and-what-you-can-do-instead-f265aa339aff>
 - o As an alternative training with similar expected outcomes, ARC is looking to move forward with another training brought forward by one of our ARC advisors called

Bystander Intervention Training. The board has agreed to move forward with this training for board and committee members. For more information visit:

(<https://www.icavictoria.org/community-services/tools-for-equity/bystander-intervention-training/>) the Inter-Cultural Association of Greater Victoria.

- ARC Survey
 - o BCPTA is now at a juncture where we are wanting to prioritize inclusion, safety, and representation of members of equity-deserving groups, and have a new mission statement that reflects this. To support the BCPTA to better align with our mission statement and to improve our processes and member experiences, ARC created a survey to collect relevant information from past and current board members and members. The survey was sent out to the BCPTA mailing list in January 2025 and data was collected until March 2025. We received 76 responses to the survey and have moved into our data analysis/review work. Thank you for your participation in this survey! Information gathered from this survey will be summarized and recommendations shared with the board in the next year with initiatives derived from this survey conveyed to members when available.

- ARC Website Page
 - o ARC is looking forward to having a designated page on the BCPTA website. Among other resources and information shared on this page, ARC will be creating a 'important dates' calendar for events relevant to anti-racism and play therapy. We will also be teaming up with local organizations/businesses to highlight a children's book (or toy) that coincides with the important dates of that month.

- Additional Tasks completed this year:
 - o ARC provided recommendations to the board on a scholarship structure to increase accessibility of BCPTA events
 - o ARC advocated for sliding scale rates for equity-deserving groups.
 - o ARC provided suggestions of organizations for BCPTA to donate to.
 - o Research into grants that would be available for ARC initiatives.
 - o ARC made recommendations to the board for the book club to have an affinity group and two ARC advisors have volunteered to facilitate those groups.
 - o ARC has written a mission statement specific to ARC - to be finalized next year.
 - o ARC met with the Education committee to make suggestions for presenters.
 - o To further ARC initiatives we are seeking to get a better picture of who BCPTA members are and will be adding demographic information questions onto membership registration.
 - o ARC connected with a professional in the community who supports organizations to work through relational dynamics that may be hindering progress. The board will be voting on this item in the upcoming months.

- We look forward to the upcoming year!

If you have any ideas or feedback for ARC please email us at

antiracismcommittee@bcplaytherapy.ca

b. President Report

BCPTA AGM President's Report 2024-2025

The President's role involved the following tasks and responsibilities this year:

Chairing and Attending Meetings:

- Chairing 8 of 9 board meetings:
 - 2024: Sept 19, Oct 17, Nov 21
 - 2025: Jan 23, Feb 20, April 3, May 8, June 12
- Attending Education Committee meetings
 - 2024: Aug. 29, Sept. 26, Oct. 24,
 - 2025: Jan. 16, Mar. 13, Apr. 10, May 1

Overseeing BCPTA activities and communications

- Reviewing, making recommendations, and asking for input on activities of board, committees, and committee members.
- Reviewing, editing, and writing correspondence, newsletters, e-blasts, emails, and workshop flyers.
- Reviewing and editing website content on the About and About Us Tabs
- Reviewing our constitution for information for meetings
- Financial: reviewing Visa statements and financial documents and communicating with the Treasurer
- Education Committee:
 - Reviewing some Credentialing Approved Provider documents
 - Ensuring the APT (Association for Play Therapy) format is followed for workshop objectives, quiz questions, and registration information
 - Attending workshops and Play Cafés, introducing presenters, and overseeing/troubleshooting workshop activities.
 - starting in December, taking on the event co-ordinator duties for Marshall Lyle's in-person/hybrid event
 - Collating survey results
 - Reviewing meeting minutes and AGM report
 - Meeting with Presenters and the Education Chair pre-workshop
- Responding to emails from members interested in volunteering for BCPTA.
- Collecting BCPTA mail from postal outlet each week and paying to renew mailbox
- Communicating with and meeting with new Webmaster and submitting required documents
- Anti-racism Committee: attended a meeting

Communication with and within in committees:

- Working with Admin Coordinator to finalize workshop preparations and sign contracts with presenters
- Working with and between committees to problem-solve
- Forwarding website-related emails

- Meeting with board and committee members as needed to get input on roles, duties, and succession planning. Reviewing board and committee member expectations

Other Tasks:

- Meeting and corresponding with some BCPTA members regarding concerns and questions about credentialing.
- Phone meeting with Dr. Lorri Yasenik, Rocky Mountain Play Therapy Institute, regarding her students seeking credentialing with BCPTA
- Phone meeting with Canadian Play Therapy conference organizers about BCPTA involvement in the conference. Several ARC members will be panelists and Natascha Lawrence will be presenting a workshop.
- Book clubs:
 - “Raising Kids with Big, Baffling Behaviors: Brain-Body-Sensory Strategies That Really Work” by Robyn Gobbel
 - Created e-blast, contacted interested people to share logistics, attended all 4 sessions and facilitated one of them. Thank you to Sarah Joy Hopkin for facilitating the other 3.
 - The group enjoyed the discussions, sense of community, and sharing resources.
 - Communicating with co-facilitators for “My Grandmother’s Hands” by Resmaa Menakem and writing and editing the e-blast for this upcoming book club
- Writing document (still in progress) to send to GPs and Pediatricians to share with parents regarding the benefits of play therapy and a letter outlining what questions parents could ask a potential play/child therapist.
- Sending AGM reports to Lawyer

This is my third and last year as President.

A very big heartfelt thank you to the Board and Committee members for their dedication to BCPTA, hard work, and support!

Submitted by Helen Ritchie

c. Vice President Report

Vice President Report: September 2024 to June 2025

My role in the BCPTA includes preparing and organizing our meetings and providing support on the day of our workshops. I’ve also had the opportunity to work closely with the Education Committee in planning upcoming events, and I’ve attended four Education

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Committee meetings this year.

From September to June 2025, we held nine Board meetings. Before each meeting, I send a reminder email with a request for agenda items, prepare the agenda, and share it with members ahead of time to help keep us organized and focused.

At workshops, I assist the Education Team by helping with setup, coordination, and anything else needed to make the events run smoothly.

Additionally, I serve as the Gratitude Coordinator for the BCPTA. In this role, I organize and send out expressions of thanks on behalf of our association, helping to recognize and celebrate the many individuals who contribute their time, energy, and expertise to support our community.

Submitted by Anna Bardi

d. Treasurer Report

2024-2025 Treasurer Report

Bank Account Balance	USD	CAD
	\$ 1,515.54	\$ 51,517.35
Income		2024-2025 Total
MEMBERSHIP		
Regular (early bird) Membership		\$ 4,403.00
Student (early bird) Membership		\$ 102.00
Board/Committee (early bird) Membership		\$ 476.00
Board/Committee BCRPT (early bird) Membership		\$ 297.50
Board/Committee BCRPT-S (early bird) Membership		\$ 119.00
BCRPT (early bird) Membership		\$ 476.00
BCRPT-S (early bird) Membership		\$ 238.00
Regular Membership		\$ 4,970.00
Student Membership		\$ 600.00

Board/Committee Membership		\$	-
BCRPT Membership		\$	-
BCRPT-S Membership		\$	-
	Total Membership Income	\$	11,681.50
CREDENTIALING			
Application Fees		\$	300.00
Renewal Fees for BCRPT		\$	450.00
Renewal Fees for BCRPT-S		\$	600.00
Approved Provider Application Fee		\$	30.00
Approved Provider Fee		\$	300.00
	Total Credentialing Income	\$	1,680.00
WORKSHOPS			
AGM 2024 Regular Non-Member (Early Bird) Rate		\$	1,910.00
AGM 2024 Member (Early Bird) Rate		\$	1,920.00
AGM 2024 Student (Early Bird) Rate		\$	240.00
AGM 2024 Regular Non-Member Rate		\$	2,012.50
AGM 2024 Member Rate		\$	368.00
AGM 2024 Student Rate		\$	-
AGM 2024 Participant Food		\$	237.00
November 2024 Workshop Regular Non-Member (Early Bird) Rate		\$	4,175.00
November 2024 Workshop Member (Early Bird) Rate		\$	5,424.00
November 2024 Workshop Student (Early Bird) Rate		\$	600.00
November 2024 Workshop Regular Non-Member Rate		\$	862.50
November 2024 Workshop Member Rate		\$	1,472.00
November 2024 Workshop Student Rate		\$	552.00
February 2025 Workshop Regular Non-Member (Early Bird) Rate		\$	1,914.00

February 2025 Workshop Member (Early Bird) Rate		\$	6,939.50
February 2025 Workshop Student (Early Bird) Rate		\$	348.50
February 2025 Workshop Regular Non-Member (Early Bird) Rate - ONLINE		\$	2,125.00
February 2025 Workshop Member (Early Bird) Rate - ONLINE		\$	3,015.00
February 2025 Workshop Student (Early Bird) Rate - ONLINE		\$	-
February 2025 Workshop Regular Non-Member Rate		\$	447.00
February 2025 Workshop Member Rate		\$	-
February 2025 Workshop Student Rate		\$	-
February 2025 Workshop Regular Non-Member Rate - ONLINE		\$	489.00
February 2025 Workshop Member Rate - ONLINE		\$	385.00
February 2025 Workshop Student Rate - ONLINE		\$	-
February 2025 Workshop Vendor Fees		\$	75.00
May 2025 AGM - Regular Non-Member (Early Bird) Rate		\$	1,080.00
May 2025 AGM - Member (Early Bird) Rate		\$	1,980.00
May 2025 AGM - Student (Early Bird) Rate		\$	140.00
May 2025 AGM - Regular Non-Member Rate		\$	-
May 2025 AGM - Member Rate		\$	-
May 2025 AGM - Student Rate		\$	-
Play Café - Meet & Greet		\$	20.00
Bridging the Gap- Playcafe		\$	70.00
Support Our Sensory Kids		\$	90.00
	Total Workshop Income	\$	38,891.00
ELEARNING LIBRARY WORKSHOPS			
Attachment Non-Member Price		\$	925.00

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Attachment Member Price		\$	508.75
Attachment Group Rate for Members Price		\$	-
Attachment Group Rate for Non-Members Price		\$	-
Coupling in the Sandtray		\$	-
Gathering Our Medicine Non-Member Price		\$	175.00
Gathering our Medicine Member Price		\$	280.00
Gathering Our Medicine Members Group Rate Price		\$	-
Gathering Our Medicine Non-Member Group Rate		\$	-
Cultural Humility Non-Member Price		\$	-
Cultural Humility Member Price		\$	190.00
Cultural Humility Group Non-Member Price		\$	-
Cultural Humility Group Member Price		\$	-
Empowering Neurodiversity Non-Member Price		\$	-
Empowering Neurodiversity Member Price		\$	290.00
Empowering Neurodiversity Group Non-Member		\$	-
Empowering Neurodiveristy Group Member		\$	-
Introduction & History of Play Therapy Non-Member		\$	450.00
Introduction & History of Play Therapy Member		\$	405.00
Introduction & History of Play Therapy Group Non-Member		\$	-
Introduction & History of Play Therapy Group Member		\$	-
Medical Trauma Non-Member		\$	550.00
Medical Trauma Member		\$	275.00
Medical Trauma Group Rate Non-Member		\$	-
Medical Trauma Group Rate Member		\$	-
Translating Play for Parents Playcafe		\$	50.00
Supercharge Non-Member Price		\$	150.00

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Supercharge Member		\$	210.00
Supercharge Group Rate Non-Member		\$	-
Supercharge Group Rate Member		\$	-
	Total E-learning Income	\$	4,458.75
ADVERTISEMENTS			
Eblasts		\$	356.25
E-blasts Member rate		\$	1,068.75
Website Ads		\$	587.50
Website Classifieds		\$	15.00
	Total Advertising Income	\$	2,027.50
Other Income (please specify)		\$	309.50
Total Income		\$	59,048.25
Expenses			
Administrator		\$	11,246.36
Lawyer Fees		\$	376.00
Accreditation		\$	-
Insurance		\$	-
Learndash		\$	267.55
WP Engine		\$	474.75
Wisdom Labs		\$	-
Vimeo Pro Elite		\$	403.20
Event Espresso (EE4 Mail Chimp Integration)		\$	302.25
GoDaddy domains		\$	45.08
GoDaddy emails		\$	2,430.63
GoDaddy Security		\$	199.99
Zoom		\$	240.69
Annual Web Developer		\$	5,775.00
Survey Monkey		\$	266.56
Paid membership pro		\$	147.00
Mailbox Renewal		\$	-
Supplies		\$	24.49

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Board Committee Expenses		\$	-
Board Committee Meals		\$	-
Gifts		\$	191.22
Password Protected Flashdrive		\$	36.95
	Total Misc Expenses	\$	22,427.72
WORKSHOPS			
AGM 2024 Presenter Fee		\$	3,000.00
AGM 2024 Venue Fee (with set up and taxes)		\$	692.00
AGM 2024 Food		\$	1,928.27
AGM 2024 Presenter Flight/Travel		\$	150.00
AGM 2024 A/V (at venue and equipment - camera + SD cards)		\$	60.00
AGM 2024 Supplies		\$	221.53
AGM 2024 Door Prizes		\$	144.60
AGM 2024 Misc (lollipops)		\$	72.19
AGM 2024 Advertising		\$	250.00
AGM 2024 Refunds		\$	319.00
November Workshop Presenter Fee		\$	3,000.00
November Workshop Advertising		\$	250.00
November Workshop Refunds		\$	390.00
February Workshop Presenter Fee		\$	5,497.91
February Workshop Venue Fee		\$	6,594.83
February Workshop Travel Cost		\$	650.00
February Workshop Hotel Cost		\$	650.00
February Workshop Advertising		\$	49.90
February Workshop Refunds		\$	817.00
Play Café #1 Honorarium		\$	125.00
Play Café #2 Honorarium		\$	-
May AGM Presenter Fee		\$	-
May AGM Advertising		\$	400.00
May AGM Refunds		\$	115.00
BCACC Advertising		\$	1,050.00
	Total Workshop Expenses	\$	26,427.23

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E-Learning Library			
Donations (VICCIR)		\$	216.58
Coupling in Sand Tray Presenter Income		\$	-
Attachment Presenter Income		\$	112.12
Good Trouble Presenter Income		\$	103.48
Gathering Our Medicine Presenter Income		\$	176.36
Neurodiversity Presenter Income		\$	87.85
Medical Trauma Presenter Income		\$	225.96
Supercharge, Intro & Play Café Presenter Income		\$	120.42
Supercharge & Intro Presenter Income		\$	106.30
Intro Presenter Income		\$	106.30
Refunds		\$	186.25
	Total E-Learning Expenses	\$	1,441.62
Stripe Fees		\$	1,878.67
Paypal Fees		\$	-
E-transfer bank fees		\$	27.90
	Total Fee Expenses	\$	1,906.57
Total Expenses			\$52,203.14
TOTALS			
Total 2024-2025 Net Income			\$6,845.11

Event Breakdown (for April 2024 - March 2025 events only)	Total Event Income	Total Event Expenses	Total Event Net Income
AGM May 2024	\$12,617.50	\$6,268.59	\$6,348.91
November Workshop	\$13,085.50	\$3,768.21	\$9,317.29
February Workshop	\$15,738.00	\$15,020.67	\$717.33
Meet & Greet - Play Café	\$20.00	\$-	\$20.00
Bridging the Gap- Play Café	\$70.00	\$125.00	\$(55.00)
Stripe Fees for Events		\$1,211.43	\$(1,211.43)
BCACC ads		\$1,050.00	\$(1,050.00)

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TOTAL	\$41,531.00	\$27,443.90	\$14,087.10

e. Education Committee Report

EDUCATION COMMITTEE REPORT: 2024/25

Submitted by Monica Bhatara and Johanna Simmons
Education Co-chairs

Education Committee:

- Education Chair:*** Autumn Stepanyants (Sept 2024 – Jan 2025)
- Education Co-Chairs:*** Monica Bhatara, Johanna Simmons (Jan 2025 - present)
- Marketing Coordinator:*** Brianna Campbell
- Vendor Coordinator:*** Lianne Naguiat
- Events Coordinator:*** Autumn Stepanyants (Sept 2024 – Jan 2025)
Johanna Simmons (Jan 2025 - present)
- Play Café Coordinator:*** Mojdeh Rameshni
- Online Learning Coordinator:*** Dallas Shirley

The Education Committee completed the following tasks:

- Attended board meetings and created reports
- Chaired and attended ed comm meetings to complete planning for workshop and Play Cafés
- Coordinated three (3) workshops with the assistance of the board
- Held two (2) Play Cafés
- Created flyers and advertising for events
- Communicated and coordinated with vendors for events
- Communicated and coordinated with venues, catering and other in-person resources
- Arranged and attended to technical support for events
- Responded to email enquiries at education@bcplaytherapy.ca and eventcoordinator@bcplaytherapy.ca
- Reviewed all workshop offerings to be within CAPT and APT guidelines, as an Approved Provider
- Completed necessary CAPT and APT requirements
- Engaged in planning for future BCPTA events and educational offerings

Education Committee Meetings:

- Aug. 29, 2024
- Sept. 26, 2024
- Oct. 24, 2024

- Jan. 16, 2025
- Mar. 13, 2025
- Apr. 10, 2025
- May 1, 2025

2024/2025 Offerings:

- | | |
|------------|---|
| Nov 2024 | 1-day workshop – <i>Exploring Trauma and Play: Integrating Polyvagal Theory into Play Therapy</i> |
| Nov 2024 | Play Café – <i>Bridging the Gap: Key Insights for Play Therapists about Occupational Therapy</i> |
| Feb 2025 | 2-day Workshop – <i>Exploring Attachment Rhythms in Sandtray Therapy</i> |
| April 2025 | Play Café – <i>Supporting Our Sensory Kids</i> |
| May 2025 | 1-day workshop – <i>Integrating Play Therapy and Internal Family Systems: Harnessing the Therapeutic Powers of Play to Heal Trauma in Children</i> |

Planning for 2025/26

- June – Nov/25 ***My Grandmother's Hands: Racialized Trauma and the Pathways to Mending Our Hearts and Bodies*** by Resmaa Menakem. There will be 2 book clubs for these books; one book club will be an affinity group.
- Oct 2025 2-day trauma workshop being finalized with speaker
- TBD 2026 Potential 1-day workshop being explored
- TBD 2026 Free orientation session for those interested in becoming BCRPT or BCRPT-S
- TBD 2026 ARC recommended workshop
- TBD 2025/26 Exploring potential Play Café presenters

Good-byes:

The education committee and BCPTA say goodbye with much gratitude for the commitment, passion, contributions and thoughtfulness during their role on the committee for the 2024-2025 year.

Autumn Stepanyants for her commitment and hard work chairing this committee. Her contribution and efficiency was very much appreciated.

Mojdeh Rameshni for organizing the Play Cafés and bringing in engaging and informative speakers.

Brianna Campbell for creating our event flyers.

Monica Bhatara and Johanna Simmons will be ending their position as co-chairs as this was a temporary position until the 2025 AGM.

f. Membership Report

Membership Report 2024-2025

Total Members – 182

Student Members – 19

BC Registered Play Therapist Members (BCRPT) – 18

BC Registered Play Therapist Supervisor Members (BCRPT-S) – 8

Submitted by Administrative Coordinator

g. Recording Secretary Report

BCPTA Recording Secretary

2024-2025 Annual Report

Kaela Blahey

In this role I completed the following tasks in the 2024-2025 year:

- Attended board and committee meetings
- Took board meeting minutes and sent to board for approval and/or edits
- Edited meeting minutes and sent final copy to board members
- Attended and played registration role for events
- Shared advertisements with personal/professional network to promote BCPTA events

h. Corresponding Secretary Report

Corresponding Secretary Report

September 2024 – May 2025

Submitted by Johanna Simmons

- Forwarded emails sent to info@ to the appropriate recipient
- Answered questions relating to credentialing and other general questions
- Assisted in filling in the role of education chair as of Jan. 2025
- Chaired 4 education committee meetings
- Began preparing presentation for the credentialing info video to post online

- Assisted credentialing chair by sending out renewal reminders to credentialed members whose credential renewals are due
- Helped out at the 3 BCPTA workshops

Attended all board meetings

i. Communication Report

Communications Director Report 2024-2025

The Communication Director role involves attending board meetings, responding to advertising requests, updating the BCPTA Facebook page, and assisting with moderating chat rooms at online workshops.

This year the Communications Director:

- Attended board meetings
- Created and sent out 22 paid e-blasts
- Consulted with Admin Coordinator to process 14 website ads
- Provided chat room moderation and technical support for online BCPTA workshops

Submitted by

Admin Coordinator on behalf of Charlotte King-Harris

BCPTA Communications Director

j. Credentialing Committee Report

Credentialing Report 2024-2025

Credentialing Committee members: Charlotte King-Harris (Chair), with support from Johanna Simmons (past chair).

- Fielded email questions with regards to credentialing:
 - Suitability of coursework

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- Trainings offered
- Directed people to appropriate course offerings both within and outside of the BCPTA
- General questions about application process
- Consulted with Admin Coordinator to make changes/updates to forms as needed
- Reviewed and approved 1 application for BCRPT credential
- Reviewed and approved 2 applications for Approved Provider
- Sent out renewal reminders to current credentialed members

5. Board/committee positions to be filled:

- a. President – Johanna Simmons is looking to onboard someone into this position and will be acting as president for this upcoming year; no others put their name forward for president.
- b. Education Chair – Helen Ritchie would like to put her name forward for this position; no others put their name forward.
- c. Event Coordinator – Monica Bhatara is putting her name forward for this position; no others have put their name forward.
- d. Play Café Coordinator- no names put forward.

6. Other business

- a. Departing board & committee members- Thank you to all departing board and committee members for your hard work and dedication!