



# British Columbia Play Therapy Association

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## ANNUAL GENERAL MEETING

June 3rd, 2023, 12:45pm

Attendees: Natascha Lawrence, Charlotte King Harris, Naomi Ballantyne, Helen Ritchie, Johanna Simmons, Autumn Stepanyants, Carly Syryste, Kiilea Saunders Mason, Diane Larsson Nehru, Modjeh Rameshni, Krystle Sivorot & Dallas Shirley

Regrets: Anna Bardi, Janet Waines, Kaela Blahey, Monica Bhatara, Lianne Naguiat

1. Approval of Agenda
  - a. Natascha Lawrence approved; Charlotte King Harris seconded
2. Approval of Minutes of 2022
  - a. Naomi Ballantyne approved, Natascha Lawrence seconded
3. President's Report 2022-2023 submitted and read by Helen Ritchie
  - a. The President's role involved the following tasks and responsibilities this year:
    - i. Chairing board meetings: Oct 19, Dec 7, Feb 8, April 5, May 17
    - ii. Attending Education Committee meetings
    - iii. Attending an Anti-racism Committee meeting
    - iv. Working with Admin Director to finalize workshop preparations and contracts with presenters.
    - v. Reviewing some Credentialing committee documents
    - vi. Working with and between committees to problem-solve.
    - vii. Attending workshops, introducing presenters, saying Land Acknowledgments, and overseeing workshop activities. Troubleshooting at Lisa Dion's live event.
    - viii. Overseeing, making recommendations, and approving activities of board, education committee, credentialing committee, and other committee members including reviewing/editing and sometimes writing workshop flyers, correspondence, newsletters, and e-blasts
    - ix. Working with Treasurer and admin Director on several website issues
    - x. Reviewing Visa statements and financial documents
    - xi. Forwarding website-related emails
    - xii. Collecting BCPTA mail from postal outlet
    - xiii. Meeting and corresponding with some BCPTA members regarding concerns.
    - xiv. Meeting with each board and committee member to get input on roles, duties, and succession planning. Reviewing board and committee member expectations
    - xv. Presenting at a Play Café and preparation meetings with Play Café coordinator
    - xvi. Assisting in clearing out BCPTA's storage locker.
    - xvii. Filling out First Call's paperwork: we are donating a portion of the e-learning library to them.
    - xviii. Responding to emails from members interested in volunteering for BCPTA.
    - xix. Facilitating discussions at board meetings regarding the implementation of the Anti-racism commitment.
  - b. Current BCPTA areas of growth and challenge include determining when to have online versus in-person workshops, how to increase registration numbers at events at a time when there are many online play therapy workshops available, recruitment of volunteers, and how to video events with improved sound quality.
4. Committee Reports 2022-2023
  - a. Vice-President report 2022-2023 submitted by Anna Bardi and presented by Johanna Simmons
    - i. Role in the BCPTA is prepare and arrange the meetings and assist at workshops.
    - ii. We have 8 Board meetings from September to June. Before each meeting Vice-President emails a reminder of the meeting and request for agenda items.
    - iii. Vice-President prepares the agenda and send it out to the members before meetings.
    - iv. At the workshops, the vice-president supports the education team.
  - b. Treasurers report 2022-2023 submitted and presented by Natascha Lawrence

# British Columbia Play Therapy Association – 2023 AGM

BC Play Therapy Association (BCPTA) AGM Financial Tracking April 2022-2023



	Apr-22		Mar-23
Vancity bank account balance	\$	14,267.37	\$ 23,499.08
Vancity US bank account balance	\$	1,515.54	\$ 1,515.54
<b>Income</b>		<b>2022-2023 Total</b>	
<b>MEMBERSHIP</b>			
Regular (early bird) Membership	\$		2,380.00
Student (early bird) Membership	\$		238.00
Board/Committee (early bird) Membership	\$		416.50
BCRPT (early bird) Membership	\$		476.00
BCRPT-S (early bird) Membership	\$		357.00
Student Membership	\$		760.00
Regular Membership	\$		3,320.00
Board/Committee Membership	\$		210.00
BCRPT Membership	\$		145.00
BCRPT-S Membership	\$		210.00
<b>Total Membership Income</b>	<b>\$</b>		<b>8,512.50</b>
<b>CREDENTIALING</b>			
Application Fees	\$		150.00
Renewal Fees for BCRPT	\$		825.00
Renewal Fees for BCRPT-S	\$		800.00
<b>Total Credentialing Income</b>	<b>\$</b>		<b>1,775.00</b>
<b>WORKSHOPS</b>			
Neurodiversity AGM	\$		2,740.00
Lisa Dion October	\$		14,374.61
High Conflict Divorce	\$		10,338.00
Nature Based Play Therapy	\$		890.00
Play Café	\$		70.00
<b>Total Workshop Income</b>	<b>\$</b>		<b>28,412.61</b>
<b>ELEARNING LIBRARY WORKSHOPS</b>			
EMDR Member Price	\$		480.00
Attachment Non-Member Price	\$		231.25
Attachment Member Price	\$		370.00
Attachment Group Rate for Members Price			
Attachment Group Rate for Non-Members Price			
Coupling in the Sandtray	\$		10.00
Gathering Our Medicine Non-Member Price			
Gathering our Medicine Member Price			
Gathering Our Medicine Members Group Rate Price			
Gathering Our Medicine Non-Member Group Rate			
Cultural Humility Non-Member Price	\$		118.75
Cultural Humility Member Price			
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	\$		543.75
Introduction & History of Play Therapy Non-Member	\$		225.00
Introduction & History of Play Therapy Member	\$		360.00
Introduction & History of Play Therapy Group Non-Member	\$		225.00
Introduction & History of Play Therapy Group Member			
Medical Trauma Non-Member	\$		137.50
Medical Trauma Member	\$		440.00
Medical Trauma Group Rate Non-Member			
Medical Trauma Group Rate Member			
<b>Total E-learning Income</b>	<b>\$</b>		<b>3,431.25</b>
<b>ADVERTISEMENTS</b>			
Eblasts	\$		1,050.00
E-blasts Member rate	\$		787.50
Website Ads	\$		207.50
Website Classifieds	\$		20.00
Newsletter Classifieds			
<b>Total Advertising Income</b>	<b>\$</b>		<b>2,065.00</b>
Other Income (please specify) Storage Sale	\$		80.00

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<b>Total Income</b>		\$ 44,276.36
<b>Expenses</b>	<b>2022-2023 Total</b>	
Administrator	\$	5,556.01
Bookkeeper	\$	609.00
Webmaster	\$	469.82
Accreditation	\$	191.02
Insurance	\$	300.00
Learndash	\$	263.32
WP Engine	\$	393.03
Wisdom Labs	\$	278.63
Vimeo Pro Elite	\$	288.34
Event Espresso (EE4 Mail Chimp Integration)	\$	317.62
GoDaddy Website and emails (renews 2023)	\$	2,753.07
Zoom	\$	224.00
PS Canada Company ULC Storage Unit	\$	1,720.20
Mailbox Renewal	\$	191.10
Lawyer Fees (2021/2022)	\$	752.00
Gifts	\$	200.00
<b>Total Misc. Expenses</b>	<b>\$</b>	<b>14,507.16</b>
<b>WORKSHOPS</b>		
AGM Advertising (2022)	\$	360.00
AGM Presenter Fee (2022)	\$	2,500.00
October Lisa Dion Advertising	\$	360.00
October Lisa Dion Presenter Fee	\$	5,000.00
October Lisa Dion Venue Fee	\$	3,517.50
October Lisa Dion Travel Cost	\$	606.79
October Lisa Dion Hotel Cost	\$	844.69
October Lisa Dion Coffee/Tea	\$	868.90
October Lisa Dion A/V	\$	795.00
October Lisa Dion Misc.	\$	153.08
High Conflict Divorce Advertising	\$	360.00
High Conflict Divorce Presenter Fee	\$	2,500.00
<b>Total Event Expenses</b>	<b>\$</b>	<b>17,865.96</b>
<b>E-Learning Library</b>		
Donations	\$	534.24
Coupling in Sand Tray Presenter Income	\$	14.71
Attachment Presenter Income	\$	663.60
Good Trouble Presenter Income	\$	133.15
Gathering Our Medicine Presenter Income	\$	240.00
Neurodiversity Presenter Income	\$	404.33
Medical Trauma Presenter Income	\$	279.63
Intro to Play Therapy #1	\$	130.58
Intro to Play Therapy #2	\$	130.58
Intro to Play Therapy #3	\$	130.58
<b>Total E-learning Expenses</b>	<b>\$</b>	<b>2,661.40</b>
Credit card fees	\$	118.90
Stripe Fees	\$	1,500.64
<b>Total Fee Expenses</b>	<b>\$</b>	<b>1,619.54</b>
<b>Total Expenses</b>	<b>\$</b>	<b>38,654.06</b>
<b>Total 2022-2023 Revenue</b>	<b>\$</b>	<b>7,622.30</b>

Event Breakdown	Total Income (including e-learning)	Total Event Expenses (including e-learning)	Total Revenue
2022 AGM Neurodiversity	\$ 3,573.75	\$ 3,363.04	\$ 210.71
Lisa Dion	\$ 14,952.11	\$ 12,951.01	\$ 2,001.10
High Conflict Divorce	\$ 10,338.00	\$ 3,180.23	\$ 7,157.77
2023 AGM Nature Based	\$ 3,242.73	\$ 3,036.51	\$ 206.22
2023 Play Café	\$ 100.00	\$ -	\$ 100.00

- c. Education Committee Report 2022-2023 submitted Naomi Ballantyne and Carly Syrسته (Education Co-Chairs) and presented by Naomi Ballantyne
- i. The Education Co-Chairs & Committee completed the following tasks in the 2022-2023 year:
1. Attended Board meetings and created reports
  2. Chaired and attended Education Committee meetings to complete planning for each workshop
  3. Coordinated three workshops with the assistance of the board

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4. Held one Play Café
  5. Created flyers and advertising for events
  6. Communicated and coordinated with vendors for workshops
  7. Wrote updates for the BCPTA newsletters and e-blasts
  8. Responded to email enquiries at education@bcplaytherapy.ca
  9. Reviewed all workshop offerings to be within CAPT and APT guidelines, as an Approved Provider
  10. Completed necessary APT & CAPT requirements
  11. Engaged in planning for future BCPTA events and educational offerings
- ii. Roles of Educational Committee
1. Naomi Ballantyne & Carly Syryste Co-Education Chairs
    - a. Oversaw the planning of major educational events
    - b. Liaised with vendors, presenters, potential venues and members/participants including workshop preparation and planning and zoom calls with future presenters
    - c. Engaged in communication with members and presenters regarding workshop planning, execution & feedback/follow up
    - d. Delegated roles and oversaw responsibilities of committee
  2. Krystle Sivorot, Advertising Coordinator
    - a. Coordinated advertising and flyer creation
  3. Lianne Naguiat, Vendor Communications
    - a. Communicated and coordinated with vendors
  4. Autumn Stepanyants, Venue Coordinator & Education Committee Project Manager
    - a. Completed minutes for meetings
    - b. Completed extensive research and work in venue location for June 2023 workshop/AGM, which ended up going online
    - c. Support for Co-Chairs
  5. Mojdeh Rameshni, Play Café Coordinator
    - a. Coordinated and facilitated Play Café
  6. Dallas Shirley, Online Learning Coordinator
    - a. Extensively processed, edited and uploaded recordings of past online events to BCPTA's eLearning Library. Dallas continues to manage this great resource.
    - b. Coordinated and communicated with presenters regarding workshops
  7. Technology Coordinator
    - a. Vacant, role supported and filled by all members and Board especially Dallas & Carly
  8. Workshops held by BC Play Therapy Association 2022-2023
    - a. Lisa Dion, October 28 & 29th, 2022
      - i. In person at UBC Robson
      - ii. Healing Medical Trauma in Play Therapy & Playing Perfectly: A Play Therapist's Guide for working with OCD in Play Therapy
      - iii. Participants Attended: 55
    - b. Dr. Sarina Kot, March 3 & 4 2023
      - i. Held online on Zoom
      - ii. Play Therapy for Children in the Context of High Conflict Divorce: Promoting Meaningful Therapy and Avoiding Pitfalls
      - iii. Participants Attended: 60
    - c. Rose LaPiere, June 3<sup>rd</sup> 2023
      - i. Held online on Zoom
      - ii. Planting Seeds of Connection through Nature in Play Therapy when Children are Grieving
    - d. Play Café: Translating the Play for Parents with Helen Ritchie
      - i. April 28<sup>th</sup> 2023
      - ii. Participants Attended: 31
  9. Special note from co-chairs: I'd like to again acknowledge the phenomenal

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support we had this year from the rest of the Board. The Board & Committee worked very hard together to organize and host our events, and I'd like to thank and recognize everyone for their efforts!

- d. Membership Committee Report 2022-2023 submitted by submitted and presented by Dallas Shirley
  - i. Membership numbers for the year end are as follows:
    - 1. Total Members – 147
    - 2. Regular Membership - 87
    - 3. Student Members – 27
    - 4. BC Registered Play Therapists (BCRPT) – 8
    - 5. BC Registered Play Therapy Supervisor (BCRPT-S) – 6
    - 6. Board/Committee Members – 13
    - 7. Board/Committee Members - BCRPT – 3
    - 8. Board/Committee Members - BCRPT-S – 3
  - ii. Corrected total membership from 147 to 149 during AGM
- e. Recording Secretary's Report 2022-2023 submitted by Kaela Blahey and presented by Kiilea Saunders Mason
  - i. In this role Kaela completed the following tasks in the 2022-2023 year:
    - 1. Attended board and committee meetings
    - 2. Took board meeting minutes and sent to board for approval and/or edits
    - 3. Edited meeting minutes and sent final copy to board members
    - 4. Attended all BCPTA events
    - 5. Played registration role for all BCPTA events
      - a. Corresponded with participants regarding registration and attendance requirements for continuing education credits
    - 6. Shared advertisements with personal/professional network to promote BCPTA events
- f. Corresponding Secretary Report 2022-2023 submitted by Janet Waines and presented by Helen Ritchie
  - i. In her role as Corresponding Secretary Janet has:
    - 1. Monitored the info@bcplaytherapy.ca email
    - 2. Responded or forwarded emails relating to membership, training, credentialing, parents looking for a play therapist, regulation of social workers, queries related to the upcoming workshop and queries from other board members.
    - 3. Coordinated a clear-out of our storage locker.
    - 4. Attended board meetings.
    - 5. Assisted in the running of educational events.
  - ii. Janet also noted in her report: "After 10 years on the Education Committee and the board of the BCPTA I am stepping down. This has been a very rewarding chapter in my life both personally and professionally. Thanks to everyone who contributes to making this organization a great place to grow and learn."
- g. Communication Report 2022-2023 submitted and presented by Charlotte King-Harris
  - i. 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.
  - ii. This year Charlotte:
    - 1. attended 4 out of 5 board meetings and processed the following advertising inquiries:
    - 2. Created and sent out 25 paid e-blasts
    - 3. Processed 4 website ads with a total of 8 months of paid website advertising
    - 4. Processed 2 unpaid website ads (for BCRPT-S members)
    - 5. Helped clarify some wording on the advertising page of the website that was brought to my attention by Dallas (BCPTA Admin)
    - 6. Collected two outstanding advertising invoices from last year
    - 7. Responded to one workshop inquiry via Facebook Messenger
    - 8. Provided chat room moderation for online BCPTA workshops
  - iii. BCPTA Facebook Page stats June 1, 2022 – May 23, 2023:
    - 1. 156 new followers
    - 2. Created or shared 46 posts

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3. Reached 159,715 users
- h. Administration Coordinator's Report 2022-2023 submitted and presented by Dallas Shirley
  - i. Posted events, workshops, post-tests, evaluations, certificates, and advertisements to the website
  - ii. Helped to maintain and update the website including new membership renewal system
  - iii. Troubleshoot issues with email, website, or registration as they arose
  - iv. Responded to and redirected emails as needed to Board and Committee Members
  - v. Sent emails to participants with slides and workshop access
  - vi. Sent out emails for post-tests and evaluations to be completed after workshops
  - vii. Sent out manual certificates as needed
  - viii. Compiled attendance sheets for workshops and updated records to reflect attendance
  - ix. Compiled survey results to discuss with BCPTA Board and Committee Members
  - x. Sent out e-blasts for workshops, updates, and membership renewal reminders
  - xi. Created social media posts for workshops with alt text incorporated into pictures
  - xii. Reviewed and adjusted contracts for events
  - xiii. Compiled revised BCRPT and BCRPT-S documents from Certification Chair and posted on website
  - xiv. Added Approved Provider forms to website
  - xv. Compiled monthly payment reports
  - xvi. Attended board meetings and education committee meetings
- i. Credentialing Committee's Report 2022-2023 submitted and presented by Johanna Simmons
  - i. The credentialing committee members were Johanna Simmons (Chair), Monica Bhatara and Charlotte Harris-King. Thank you to the committee members for their work this year.
  - ii. Fielded questions with regards to credentialing
    1. Suitability of coursework
    2. Trainings offered
    3. Redirected people to appropriate courses offerings both within and outside of the BCPTA
    4. Names of credentialed supervisors
  - iii. Worked on and finalized an application form to grandfather current Approved Providers with CAPT or APT to become Approved Providers with BCPTA over the next year.
  - iv. Sent out emails to credentialed members who are needing to renew their credentials.
  - v. Communicate to these credentialed members whether or not their coursework meets the requirements.
  - vi. Worked on a statement with the Anti-Racism and Inclusion committee to include in our Approved Provider application that addresses the need for providers to be aware and sensitive to the needs of the groups they are presenting to.
  - vii. Drafted emails
    1. To communicate the Approved Provider program
    2. To make members aware the updates to credentialing applications and renewal as there is now a culture and diversity component that needs to be satisfied (2024 applicants).
  - viii. Communicated with president regarding various topics regarding changes/updates to credentialing.
  - ix. Consulted with Admin person to make changes to forms as need, make up new forms and then proof-read these forms prior to Admin putting them on the website.
- j. Anti-Racism Committee's (ARC) Report 2022-2023 submitted by Kaela and read by Diane Larsson
  - i. Committee members: Natascha Lawrence, Kiilea Saunders Mason, Diane Larsson Nehru, Kaela Blahey
  - ii. This year marks the beginning of the Antiracism committee (ARC) with the BCPTA. This year has demonstrated that our new ARC committee is a passionate and supportive group who are honoured to be doing this very important work with the BCPTA.
  - iii. We started the year with four members and are we are saddened by Natascha's departure from the BCPTA board and from our ARC committee and support her in her future endeavors. We would like to acknowledge all of the incredible time and

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effort that she has put into the BCPTA anti-racism work- this year and last. She has done a tremendous amount of emotional labour and put her heart and soul into this work. We are so grateful for her presence on this board and she will be greatly missed!

- iv. We have a potential new member that we are in process of building a relationship with and we are always welcoming others who would like to join.
- v. The committee started the year with providing a documentary for the board to watch and lead a discussion- topics included: privilege, white supremacy, and tone policing.
- vi. Throughout the year the committee has met to:
  1. Discuss and plan what our role is and how we see ourselves supporting anti-racism within BCPTA
  2. Discuss and plan how we want to support the board with this commitment based on overall goals and capacity; explored barriers
  3. Debrief and provide emotional support following board meetings- navigating the many complex pieces that would arise when presenting ARC process and content to board members
  4. Strategize following board meetings based on boards reaction to content/process
  5. Share resources among the committee for our own anti-racism work
- vii. Together we worked to Identify goals of the committee which include:
  1. Reviewing our practices: e.g., reviewing presenter contract, website, etc.
  2. To support the board to be accountable to anti-racism work by re-writing the statement that was released in 2020 in the form of individual actionable commitments that can then be put together at the end of each year to demonstrate the commitments that we've held ourselves responsible to.
    - a. Our primary focus of these commitments is to ensure that our events and our contact with presenters aligns with these antiracism actionable items. As well as to support the board to integrate anti-racism operationally.
    - b. What this has looked like:
      - i. The committee has provided a brief educational piece combined with resources on the topics of Tone Policing and Call-out culture.
      - ii. The committee has collaborated in creating a process of board voting in support of anti-racism commitments
    - c. The committee has supported the board to have conversations about how we will address situations when harm is caused in our events and in our meetings.
    - d. The committee provided education on Tone Policing to support the board to know how it shows up and to develop the capacity to address when/if it occurs in one of our events; during a board meeting, etc.
    - e. We have challenged the board to reflect on how white supremacy/white privilege shows up on the board and in meetings
- viii. The ARC committee created personalized Land Acknowledgements based on learnings from numerous local Indigenous resources
  1. The ARC committee supported a board member to also create a personalized land acknowledgement that was shared at the play café.
- ix. It was identified that BCPTA board needs to develop a conflict resolution process to support conflict that arises when doing anti-racism work; also identified and collaborated to begin the development of a process for how requests of the ARC are made to reduce conflict as much as possible
- x. The ARC met with president -outcomes of this meeting include:
  1. ARC to create anonymous survey (survey monkey) to send to all current and past BIPOC Board members to ask about their experience on board and hear what they think needs to change. If people would like to speak with us about their experiences, we are also open to setting up time to talk (phone, zoom, etc.)
  2. ARC to create anonymous survey (survey monkey) to send to board members as way of checking in on anti-racism work. If people would like to

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3. speak with us about their experiences, we are also open to setting up time to talk (phone, zoom, etc.)

3. Need a discussion with Board about what a process of conflict resolution should look like when there is conflict/disagreements between committees
  - x. ARC committee members also attended board meetings and events throughout the year
  - xii. We are thankful to the board for their ongoing commitment to this important work and we are looking forward to another year. If you or anyone you know would like to join the ARC committee or if you have comments/questions/concerns please email [BCPTAantiracismcommittee@gmail.com](mailto:BCPTAantiracismcommittee@gmail.com)
5. Election of Board/Committee Positions
- a. Corresponding Secretary
    - i. Johanna Simmons named interest
    - ii. Helen called motion to elect and all in favor
    - iii. Motion carried as no objections
  - b. Treasurer, tabled as no interest
  - c. Credentialing Chair, request to volunteer and position remained open
  - d. Credentialing Renewal Reviewer, -
    - i. call for interest and Charlotte King-Harris noted she can do it
    - ii. Johanna noted that she would support the transition and informed that position entails in April looking at who needs credentialing and email and see that they get documents to the credentialing renewal reviewer
    - iii. Motion to elect Charlotte in to position was started
    - iv. It was noted that Charlotte does not need to be elected in as she is a committee member and has volunteered to be the reviewer
  - e. Tech-Support for In-Person Events
    - i. Not a voted-on position but important role –
    - ii. Erica Yu has expressed interest and she noted will connect with education committee co-chairs regarding moving forward with the position
6. Other Business
- a. Departing board & committee members: Helen expression of sadness and gratitude of departing members from board
    - i. Corresponding Secretary, Janet had many roles in over a decade of service
    - ii. Treasurer, Natascha – founding member of ARC and treasurer – helped get out of financial difficulties due to Covid and get back on track
    - iii. Credentialing Renewal Reviewer – Monica – unable to be with us today and over 10 years in various roles including President. Her leadership skills helped move the board forward and all aspects of our work
    - iv. Helen noted cards have been written for all members to express gratitude for all of their work
  - b. Call for any other business before finishing up
    - i. Johanna thanked Helen for work that was done this year and her commitment and Helen thanked others for their hard work over the past couple of challenging years, specifically for working as a team and being gracious and flexible in learning as a board
    - ii. A big thanks to Mary Yan who attended all workshops the past year!
  - c. Natascha Lawrence volunteered to stay present and train the next person for treasurer position
    - i. Dallas Shirley suggested the possibility of splitting off extra duties
    - ii. Natascha also offered that will talk to whomever has interest about what it looks like now since the system is now streamlined and works more efficiently
  - d. Sand tray draw was completed with special thanks to Sand Trays Etc. for the annual donation of one of their hand-crafted sand trays