



British Columbia Play Therapy Association

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Annual General Meeting

May 28, 2022

Meeting Minutes

Attendees: Anna Bardi, Kaela Blahey, Janet Waines, Rowena Au, Dallas Shirley, Helen Ritchie, Natascha Lawrence, Johanna Simmons, Barb Aronchick-Zachernuk, Michelle Kwapis, Charlotte King-Harris, Naomi Ballantyne

Regrets: Monica Bhatara, Anna Aquila, Carly Watson, Kareen Hudson,

1. Approval of Agenda – Charlotte King Harris; Naomi Ballantyne
2. Approval of 2021 Minutes - Natascha Lawrence; Charlotte King Harris
3. President's Report
 - a. President's role involved the following tasks and responsibilities this year:
 - i. Chairing the six board meetings (September 3 & November 2, 2021 and January 12, March 9, April 27, and June 8, 2022) and attending Decolonizing meetings.
 - ii. Chairing all five Education Committee meetings
 - iii. Working with Admin Coordinator to finalize workshop preparations and contracts with presenters and to carry out some of the Education Chair's activities during her leave
 - iv. Attending workshops, introducing presenters, and overseeing workshop activities
 - v. Overseeing, making recommendations, and approving activities of board, education committee, credentialing committee, and other committee members including reviewing workshop flyers, correspondence, newsletters, and e-blasts
 - vi. Working with new Treasurer to transition banking information
 - vii. Amending website manager contract and forwarding website-related emails
 - viii. Collecting BCPTA mail from postal outlet
 - ix. Meeting and corresponding with some BCPTA members regarding concerns
 - x. Meeting with each board and committee member to get input and recommendations on the process and next steps for our anti-racism, decolonizing, and inclusion commitment
4. Committee Reports



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- a. Vice-President
 - i. My role in the BCPTA is prepare and arrange the meetings and assist on the day of our workshops.
 - ii. We have 8 Board meetings from September to June. Before each meeting I email a reminder of the meeting and request for agenda items. I prepare the agenda and send it out to the members before the meeting.
 - iii. At the workshops, I support the education team
- b. Treasurer

**THE BRITISH COLUMBIA PLAY THERAPY ASSOCIATION
STATEMENT OF REVENUE AND EXPENSES
APRIL 1, 2021 TO MARCH 31, 2022**

	Q1	Q2	Q3	Q4	TOTAL
REVENUE					
MEMBERSHIPS	\$ 3,522.50	\$ 650.50	\$ 356.75	\$ 1,080.00	\$ 5,609.75
EBLASTS	\$ 306.25	\$ 431.25	\$ -	\$ -	\$ 737.50
WORKSHOP - Attachment Centred Play	\$ -	\$ -	\$ -	\$ 425.50	\$ 425.50
WORKSHOP - Beyond Cultural Competency	\$ 1,088.00			\$ 152.00	\$ 1,240.00
WORKSHOP - Clair Melenthin	\$ -	\$ -	\$ 314.50	\$ -	\$ 314.50
WORKSHOP - Carly Syriste	\$ -	\$ -	\$ 10.00	\$ -	\$ 10.00
WORKSHOP - Gathering our Medicine Culteral Rituals	\$ -	\$ -	\$ 400.00	\$ 10,230.00	\$ 10,630.00
WORKSHOP - Ana Gomez Healer in You	\$ -	\$ 931.00	\$ 56.00	\$ 84.00	\$ 1,071.00
WORKSHOP - Advanced EMDR Training	\$ -	\$ 1,177.50	\$ 264.00	\$ 204.00	\$ 1,645.50
TOTAL REVENUE	\$ 4,916.75	\$ 3,190.25	\$ 1,401.25	\$ 12,175.50	\$ 21,683.75
EXPENSES					
Accounting	\$ 315.00	\$ -	\$ 357.00	\$ -	\$ 672.00
Administration	\$ -	\$ -	\$ 1,951.25	\$ 148.75	\$ 2,000.00
Advertising	\$ 112.50	\$ -	\$ -	\$ -	\$ 112.50
Bank charges and Stripe fees	\$ 188.32	\$ 215.67	\$ 153.52	\$ 405.49	\$ 963.00
Website	\$ -	\$ -	\$ 2,706.53	\$ -	\$ 2,706.53
Office expenses	\$ -	\$ -	\$ -	\$ 185.85	\$ 185.85
Memberships	\$ 115.50	\$ 535.50	\$ 298.43	\$ -	\$ 949.43
Refunds	\$ 140.00	\$ -	\$ -	\$ -	\$ 140.00
Storage	\$ 478.80	\$ 478.80	\$ 478.80	\$ 478.80	\$ 1,915.20
Supplies	\$ 285.23	\$ 19.22	\$ -	\$ -	\$ 304.45
Workshop costs	\$ 3,208.63	\$ -	\$ 9,226.87	\$ 2,500.00	\$ 14,935.50
Zoom	\$ 67.20	\$ 67.20	\$ 67.20	\$ 174.13	\$ 375.73
TOTAL EXPENSES	\$ 4,911.18	\$ 1,316.39	\$ 15,239.60	\$ 3,893.02	\$ 23,260.19
NET INCOME	\$ 5.57	\$ 1,873.86	-\$ 13,838.35	\$ 8,282.48	-\$ 1,576.44

ACCOUNT BALANCES	
Operating account	\$ 11,915.24
US Bank	\$ 1,515.54
Stripe	\$ 5,882.10



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- c. Education- Education Director: Naomi Ballantyne; Education Committee Members: Rowena Au, Kaela Blahey, Dallas Shirley, Carly Watson, and Karen Hudson.
 - i. The Educational Chair & Committee completed the following tasks in the 2021-2022 year:
 1. Attended Board meetings and created reports
 2. Attended Education committee meetings to complete planning for each workshop
 3. Coordinated workshops
 4. Created flyers and advertising for events
 5. Wrote updates for the BCPTA newsletters and e-blasts
 6. Launched E-Learning area of website
 7. Responded to email enquiries at education@bcplaytherapy.ca
 8. Reviewed all workshop offerings to be within CAPT and APT guidelines, as an Approved Provider
 9. Completed APT Approved Provider Application (2 year term)
 - ii. Roles of Educational Committee
 1. Naomi Ballantyne, Education Chair
 - Oversaw the planning of major educational events
 - Liaised with vendors, presenters, and participants including workshop preparation and planning and zoom calls with future presenters
 - Wrote email to members and presenters regarding workshop feedback
 - Was on maternity leave from position from October 2021 onwards and gratefully received support in planning and execution of workshops for the rest of the year from the Committee and Board
 2. Rowena Au, Advertising Coordinator
 - Coordinated advertising and flyer creation
 3. Karen Hudson, Vendor Communications
 - Communicated and coordinated with vendors
 4. Carly Watson, Venue and Technology Coordinator



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- Support with technology for events
- Greeted members and introduced presenter for workshops which Chair was absent
- 5. Kaela Blahey, Play Café Coordinator & Anti-Racism Role
 - Planned Play Café Events
 - Please see Anti-racism report for further information on the Anti-Racism Role
- 6. Dallas Shirley, Play Café Coordinator & Online Learning Coordinator
 - Planned of Play Café Events
 - Extensively processed, edited and uploaded recordings of past online events to BCPTA's eLearning Library
 - Provided Guidelines for Presenting Online for presenters of workshops
 - Coordinated and communicated with presenters while Chair was absent
- iii. Workshops held by BC Play Therapy Association 2021-2022
 - 1. October 1, 2021 -Embracing the Healer in You: Diving into the Embodied Mind of the Helper in Play Therapy, presented by Ana Gomez (online)

October 2, 2021- EMDR Therapy, Chronic Shame, Self & Other-Directed Aggression in Children with Complex Trauma & Dissociation, presented by Ana Gomez (online)
 - 2. February 18 & 19, 2022- Gathering Our Medicine: Cultural Rituals as Emotional Playgrounds, presented by Denise Findlay and Marla Klyne Kolomaya (online)
 - 3. May 27 & 28, 2022 -Empowering Neurodiversity: Dismantling Ableism in and Out of the Playroom, presented by Natascha Lawrence (online)
- d. Membership - Membership Coordinator: Michelle Kwapis
 - i. Membership numbers have fluctuated over the last year. BCPTA makes a strong presence in the community with exceptional workshops and events throughout the year and ongoing benefits to all members. Although our workshops have remained online, we have been able to reach play therapists outside our local community; we had a high level of



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attendance for some workshops; and we have received some very positive reviews from the play therapy community. In addition to our workshops, our membership directory has been newly streamlined making member directory searches much more user friendly. Another great perk of membership.

ii. As we slowly emerge from the global pandemic our numbers for the year end are as follows:

1. Total Members – 146

Student Members – 24

BCPTA Professional Members – 10

BCPTA Supervisor Members – 10

iii. Completed tasks for membership include:

1. verified all new student members who joined our community over the year
2. attended all board meetings virtually
3. helped coordinate multiple virtual workshops throughout the year

e. Secretary

i. Recording Secretary: Kaela Blahey

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
6. Corresponded with participants regarding registration and attendance requirements for continuing education credits
7. Shared advertisements with personal/professional network to promote BCPTA events

ii. Corresponding Secretary: Janet Waines

1. As Corresponding Secretary my main responsibility is to monitor and deal with emails received in the "info@bcplaytherapy.ca"



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inbox. I have responded to numerous emails and/or forwarded them to the appropriate board member for feedback or response.

2. This is a summary of emails received over the past year:
 - numerous emails generated by our website regarding membership renewals, password changes and activity update
 - numerous emails from members experiencing difficulty with membership renewal, with registering for workshops, with getting a certificate after completing a training and with purchasing online trainings
 - many emails with questions about upcoming events and about the availability of online training
 - many emails with questions about becoming an RPT or RPT-S with BCPTA
 - several emails looking for information about how to become trained in play therapy or seeking practicum opportunities
 - many emails from individuals wishing to share information or advertise opportunities with our members
 - several emails regarding advertising job postings to our members
 - occasional emails from someone looking for a child therapist
 - occasional emails thanking BCPTA for the work we do

3. I have also attended 5 Board Meetings, one Education Committee meeting, two Decolonizing First and anti-racism meetings. I have attended and recorded the trainings we have provided over the past year.

f. Communication- Communication coordinator: Charlotte King-Harris

i. Tasks completed:

1. Attending board meetings
2. Responding to advertising requests
3. Updating the BCPTA Facebook page
4. Assisting with moderating chat rooms at online workshops.

ii. Advertising

1. Processed the following advertising inquiries:



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- 18 paid e-blasts, one unpaid (sent by BCRPT-S so no charge)
- 2 ad inquiries for the newsletter
- 1 ad for the website

iii. Technology

1. The BCPTA Facebook as of April 27th had:

- total page likes: 3, 144
- Total page followers: 3,370
- Total posts since May 1, 2021: 79

iv. Newsletter

g. Administration Coordinator: Dallas Shirley

- i. Posted events, workshops, post-tests, surveys, certificates, and advertisements to the website
- ii. Sent emails to participants with slides and workshop access
- iii. Compiled survey results to discuss with BCPTA Board and Committee Members
- iv. Helped to create the eLearning Library
- v. Helped to create the new member directory
- vi. Updated member lists on website for new BCRPT's and BCRPT-S's
- vii. Compiled attendance sheets for workshops
- viii. Updated website backend records to reflect attendance
- ix. Sent out emails for surveys to be completed after workshops
- x. Sent out manual certificates as needed
- xi. Troubleshoot issues with email, website, or registration as they arose
- xii. Sent out e-blasts for workshops, eLearning Library, updates, and membership renewal reminders
- xiii. Reviewed and adjusted contracts for events
- xiv. Compiled revised BCRPT and BCRPT-S documents from Certification Chair and posted on website



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- xv. Redirected emails as needed to BCPTA Board and Committee Members

- h. Certification Committee -Committee members: Johanna Simmons – Chair; Charlotte King-Harris – Education requirement review ;Barb Aronchick-Zucheruk – BCRPT-S Application review (until Nov. 2021); Monica Bhatara – Renewal requirement review
 - i. This year the committee accepted and review two applications for BCRPT and one met the requirements. Congratulations Dallas Shirley!
 - ii. One BCRPT-S application was reviewed and requirements were met. Congratulations Charlotte King-Harris!
 - iii. Renewal notices for this year were sent out in April and reminders will be sent out twice more before a late fee is incurred.
 - iv. We met once to clear up some ambiguous language on application and renewal forms. These changes were made and given to the admin person to update the forms on the website.
 - v. Plans for upcoming year: Approved provider status application process to be drafted and implemented.

- i. Anti-Racism
 - i. Attended board and committee meetings
 - ii. Attended all BCPTA events and played a support role for questions/concerns re. anti-racism commitment
 - iii. Collaborated with board members to address harm caused within BCPTA events related to anti-racism commitment
 - iv. Responded to questions/concerns from members during/after events regarding our commitment
 - v. Planned topic based/educational conversations for board meetings re. antiracism/decolonization- researching, providing resources, answering questions
 - vi. Engaged in extensive research and education regarding anti-racism and decolonization
 - vii. Engaged in personal anti-racism work individually and with peers
 - viii. Consulted with experts in the field of anti-racism to guide information shared with board
 - ix. Sought support/consultation with others doing anti-racism work in similar fields/on similar boards
 - x. Collaborated to plan and organize meeting to engage in decolonization work via the Decolonize First workbook



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- xi. Collaborated with board and committee to brainstorm and implement measures to integrate anti-racism commitment into our event spaces
 - 1. E.g., housekeeping measures; support role during break out rooms; pre-planning with presenters
- xii. Created google documents summarizing board conversations/emails regarding commitment and identified action items
- xiii. Created google document with extensive resources for board to read and access to engage in personal and board/play therapy related anti-racism/decolonization work
 - 1. Added resources shared by board members onto document for accessibility
- xiv. Engaged in numerous interpersonal conversations via email and telephone regarding anti-racism work
- xv. Shared resources regarding anti-racism and decolonization via email
- xvi. Shared information and resources on the BCPTA Facebook page
- xvii. Wrote and edited land acknowledgment
- xviii. Wrote email to member regarding feedback on anti-racism commitment and addressed board questions/concerns which involved providing education, providing reflective questions, challenging biases.
- xix. Provided feedback and expressed concerns regarding BCPTA capacity to follow through on anti-racism commitment
 - 1. Identified perceived barriers for moving forward with anti-racism commitment and supported problem solving
- xx. Received feedback regarding approach to anti-racism role and sought support/resources to modify approach
- xxi. Provided and sought support for board members/BCPTA members negatively impacted by actions/statements made in process of engaging with anti-racism/decolonization work

5. Election of board/committee positions:

- a. Vice-President – Anna Bardi has put name forward
- b. Voted in as Vice-President: Anna Bardi
- c. Education Co-Chair – interest expressed; Helen to follow up with committee members to confirm
- d. Inclusion Committee Members: Two volunteers have come forward via email- Ekta Bid and Kiilea Saunders Mason; Diane L N, and Natasha Lawrence have put their names forward during meeting
- e. BCRPT-S Certification Evaluator- Charlotte King-Harris has put her name forward



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- f. BCRPT Certification Evaluator – Keli Telford has put named forward
 - g. Tech-Support for In-Person Events – no names put forward
 - h. Play Café Coordinator – No names have been put forward
 - i. Marketing Coordinator- no names put forward
 - j. Vendor Coordinator – no names put forward
 - k. Newsletter Update Writer- no names put forward
6. Other business
- a. Introduction to Play Therapy Trainings – Sarina Kot has offered to create a new volunteer position and she is willing to be a part of this process; looking for others to be a part of creating these trainings to be offered online.