Canadian Institute for Child & Adolescent Psychoanalytic Psychotherapy

Annual General Meeting
Thursday, October 4, 2018

8 Rean Drive, Meeting Room
Toronto, ON

7:30 p.m.
CICAPP
2018 Annual General Meeting

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A G E N D A

1. Minutes of the 2017 CICAPP AGM
2. Director’s Report
3. Nominations Report
4. Treasurer’s Report
5. Curriculum Committee Report
6. Student Progress Committee Report
7. Report of KidFix
8. Other Business
CICAPP Annual General Meeting Minutes
September 28, 2017

Present: Lindsay Barton, Sharon Dembo, Sally Doulis, Agnieszka Gozlan. Dannette Graham, Aziz Guzel, Robin Holloway, Kadri Ann Laar, Florence Loh, Mirek Lojkasek, Debra Macrae, Josi Perotto, Jasmina Pilasanovic, Sandy Poulson, Dena Tenenhouse, Elizabeth Tuters, Ella Rogalska, Mark Voysey, Brent Willock, Andrea U.

Recorder: Suzanne Pearen

Welcome to everyone tonight to the 2017 AGM and Faculty Meeting.

This is Dena Tenenhouse’s last AGM in her role of Director.

Minutes Review 2016: Approved: Robin Holloway 1st, Mark Voysey 2nd.

President’s Report:
- 2016 / 2017 was a very successful and productive year.
- The accredited program continues, with 14 candidates in year 2 and 5 candidates in year 4 moving forward. We also have 8 active post-academic candidates. Year 2 is beginning their clinical work this fall.
- Our SPC is working hard on various essential projects, many thanks to Dannette Graham and all the hard-working members of the SPC.
- Curriculum committee has also been quite busy, preparing the roster as well as the extension program beginning January 2018; they welcome Sandy Poulson as their newest committee member.
- Florence Loh headed a pilot project with the Massey Centre (MC) for a partnership program; our candidates now have the option to see cases with young children and young mums, also an ideal location for toddler observation. The next piece will be sourcing funding; currently the candidates will be providing pro bono therapy at MC (Suggestion - inquire about the Willow Centre Foundation for funding options).
- CICAPP enjoys a continuing collaborative relationship with CAPCT – we had a joint conference in April 2017 which was very successful, and we are looking forward to other joint ventures. We also enjoy a continuing relationship with KidFlx – they are showcasing research from candidates doing therapy in the schools.
- Florence Loh is officially taking over as new Director effective today, as Dena completes her term as Director. Dena will remain on the board going forward. All here extend warm thanks to Dena for all her hard work, moving program forward and all her various skills put to excellent work over the years!
- Report accepted: 1st Dannette Graham, 2nd Kadri Ann Laar.
Treasurer Report

- We have had a good year financially in terms of revenues and have a healthy bank balance and assets balance.
- Some of the changes in the costs going forward: the expenditures increase is due to rental costs, as we moved to a new location in order to accommodate a larger class and the necessary distance a/v support. Also slightly increased bank fees as we have moved to a credit card payment option.
- We have invested more in technology to improve quality of classes due to long distance learners.
- Year 4 is smaller group so they have remained at the old classroom location; larger class required more space and better technology.
- Query – what is the long term financial “master plan”.
  - We are a not for profit charitable organization therefore we must be accountable for all income and allocations.
  - Suggestions: One goal would be to have one location to share between sister organizations. Fundraising committee would be needed to generate the funds. Or perhaps there is an opportunity for investments of donations and for offering scholarships and funding to our own candidates. These are all areas for consideration.
- We are grateful that the CRPO accreditation of the program will allow for steady enrolment in future and a smoother financial course going forward. That has always been the first order of business for the board; until recently, enrolment has been precarious over the years, and since accreditation, our outcome may be steadier going forward.
- We have currently capped tuition at $3500 (reg) and $3900 (distance) to make the program financially accessible; supervision fees are capped at $110.
- Finance Report accepted: 1st Mark Voysey, 2nd Robin Holloway.

Curriculum Committee Report

- The chair of the Curriculum Committee is absent tonight; her report is submitted.
- It has been a busy and productive year; thank you to the hard-working members of the committee, who have accomplished a great deal in organizing teachers, schedules and timing.
- We have planned an extension program beginning in January 2018; this 15-session program is designed to inspire new candidates to the full program next fall 2018.
- We extend a warm welcome to new faculty members at CICAPP this year.
- Report accepted: 1st Florence Loh, 2nd Brent Willock

Student Progress Committee (SPC) Report

- Thank you to all committee members for all their very hard work.
CORRECTION: Please add Josi Perotto as a member of the SPC committee, effective last fall 2016

In 2016/2017, the SPC reviewed 20 reports; feedback was given and discussed at the SPC meetings and with candidates. This may sound easy but it is quite a bit of work. Students benefit greatly from the process of review.

Readers put a lot of work into reviewing candidate case reports and giving feedback, and supervisors help candidates read the feedback. The overall goal of the process is providing constructive feedback.

Standardized form templates were designed for all types of reports; this has helped streamline the process, and all candidates are being graded in a similar manner. New report writing templates are being designed and will be implemented by November 2017.

Report accepted: 1st Sally Doulis, 2nd Sharon Dembo.

KidFix Report

Susan Walker Kennedy, President of KidFix; she is not present tonight although has sent report.

Research is going forward very well.

A meeting was held in August 2017 with all CICAPP candidates providing treatment in the schools and involved in research, and it went very well.

Investments going well so they are in a healthy position.

Going forward, KidFix will be changing the website, and possibly changing their name.

Dena Tenenhouse attended her last meeting with KidFix recently and they are aware that Florence Loh is the new CICAPP Director.

Report accepted: 1st Debra Macrae, 2nd Kadri Ann Laar.

Nominations Report:

Florence Loh begins her first term as Director; Dena Tenenhouse remains on the board but is moving to a position as member-at-large.

Clarification: Terms of office are 2 years and then they roll over to continue.

Slate approved as presented

Motion to accept: all vote and approve

NEW BUSINESS

Amendment to CICAPP Bylaws: Section 5, Election of Directors:

5.1 A CICAPP candidate may not sit on the CICAPP Board as a member.

5.2 A CICAPP candidate who is a class representative may be invited to attend a CICAPP Board meeting to provide input and feedback.
5.3 A CICAPP candidate may not sit on the CAPCT Board as a member.
5.4 A CICAPP candidate may be invited to sit on a CICAPP or joint CICAPP/CAPCT Committee. A CICAPP or joint CICAPP/CAPCT Committee includes but is not limited to: conference committee, social committee, continuing education committee. Candidates are not eligible to participate in committees relating to Student Progress or Curriculum

- CAPCT board is in support of this motion.
- All vote in favour, motion carried and approved. Formal bylaw will be amended as presented.

Presentation of gift (artwork - glass blown vase) and flowers to Dena as thank you for her many years of dedicated hard work and service.

AGM 2017 concluded at 8:35 p.m.
AGM 2018: Date/Time TBA
Report of the CICAPP Director  
CICAPP Annual General Meeting  
October 4, 2018

CICAPP’s 2017-2018 year has been a busy and productive one as we continued to provide our accredited program as well as an extension program. This has been a year of change and I am pleased to report the Institute has adapted well.

There were two cohorts of candidates completing their second year and final year. The five candidates who have completed their didactic training have gone on to post-academic status as they complete their clinical requirements.

Presently, we have two cohorts attending their first and third year of training. We are pleased to share that we have successfully recruited and accepted 16 individuals into the new first year class. However, three have had to defer due to familial and personal reasons. This new first year cohort is comprised of candidates from a range of professional backgrounds, and some of them are working with historically underserved populations. We are especially excited that this will further enrich the learning environment for all of us. In tandem, our year three cohort continues to be a lively and engaged group. We have not had any attrition from last year so there are currently 13 enrolled in third year. A candidate who took a maternity leave last year has decided to join the next year two class in fall 2019. The third year group has been busy with their clinical work and we are pleased the enthusiasm they have in moving forward with their training.

The Student Progress Committee has been working hard on their various tasks and responsibilities. These committees are essential for the operation of CICAPP and we thank them all for their commitment with their time and efforts. A special thank-you to Dena Tenenhouse who took over the reins from Dannette Graham as the Chair of SPC. Together they have ensured that the transition has been seamless, and we are grateful that Dannette has agreed to stay on the committee after she stepped down from the coordinator role. We also look forward to having Ellen Bateman’s input as she joins the Committee. As always, the SPC is a vital part of the program and the time and effort given by all the readers is deeply appreciated.

Another special thank you goes to Philippa Orsborn for her role as Chair of the Curriculum Committee and for coordinating the Extension Program. We have welcomed new instructors to our team, and Sandy Poulson from the Board remains the liaison on this Committee. Our appreciation to all of the faculty who taught this past year.

We are also very pleased to announce the successful launch of the Extension Program in...
Winter/Spring 2018, “Thinking of Children: A Psychoanalytic Perspective”. These 15 seminars provided a brief overview of various topics. The program was well-attended with 22 registrants. As hoped, it gave our recruitment efforts for the new 2018 class a huge boost.

On equally exciting news, our pilot project with the Massey Center has launched. The project began in Fall 2017 and we have received 12 referrals from the organization. To date, we have 6 active cases. This continues to provide clinical opportunities for our candidates who want to work with young mothers under 20 years of age.

On the systems level, we are pleased to share that the Institute has met the deadline for application for Private Career College status with the Ministry of Training, Colleges and University. We are awaiting our inspection notification, and the Board hopes to complete the process in the next nine months. With the introduction of the Psychotherapy Act, the government has required all professional training institutes be registered as a private career college. We are excited about this opportunity as it will put our Institute in a favorable position for future developments.

CICAPP is pleased that our work with CAPCT has been maintained and there are ongoing discussions on future collaborations to strengthen our relationship. A committee has been struck to design a Supervisor Training extension program. To date the committee has met twice and will continue to work towards the goals of launching a program in the Spring 2019. Our ongoing connection with KIDFIX has also been another success with candidates providing psychotherapy for at-risk children and participating in their research.

As Director for this first year, I am most grateful for the guidance the Board has given me. Their ongoing dedication has made my work easy. Truly, the collective wisdom of the Board is sustained by the good sense and sharp minds of Dena, Brent, Debra, Sandy, and now Claudia, who has joined our ranks. Robyn Weddepohl stepped down from the board at the beginning of Fall 2017, and we wish her all the best in her wish to prioritize her young family’s needs at this time. I look forward to their ongoing input as we move ahead to another year of growth. Last but not least, a big thank-you to Suzanne who has been patient with me as I learn the ropes. Her efficiency and outstanding work ethic has seen us through some tight and difficult deadlines. I cannot imagine we could have achieved all that we have accomplished this year without her administrative skills and support.

Respectfully submitted,

Florence Loh
Director, CICAPP
The following are the current Board members of CICAPP:

**CICAPP Officers 2017/2018**

<table>
<thead>
<tr>
<th>Name</th>
<th>Term</th>
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<tbody>
<tr>
<td>Florence Loh</td>
<td>September 28, 2017</td>
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<tr>
<td>Dena Tenenhouse</td>
<td>September 28, 2017</td>
</tr>
<tr>
<td>Claudia Corradetti</td>
<td>January 11, 2018</td>
</tr>
<tr>
<td>Debra MacRae</td>
<td>September 9, 2009</td>
</tr>
<tr>
<td>Sandy Poulson</td>
<td>October 6, 2016</td>
</tr>
<tr>
<td>Brent Willock</td>
<td>September 13, 2010</td>
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**Nominations Slate, CICAPP Directors 2018/2019**

**Directors for Re-Election:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claudia Corradetti</td>
<td>Member-at-large</td>
<td>2 years</td>
</tr>
<tr>
<td>Debra MacRae</td>
<td>Member-at-large</td>
<td>2 years</td>
</tr>
<tr>
<td>Sandy Poulson</td>
<td>Secretary</td>
<td>2 years</td>
</tr>
<tr>
<td>Brent Willock</td>
<td>Member-at-large</td>
<td>2 years</td>
</tr>
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**New Nominations:**

None

**Vacancies: Vice-President**
FINANCE REPORT  
CICAPP ANNUAL GENERAL MEETING  
October 4, 2018

The financial year end statement of June 30, 2018 shows CICAPP with $61,930 in the bank, and we are pleased to report that the last fiscal year ended with an assets balance of $67,303.

We are pleased to welcome back 13 candidates in the Year 3 class and 13 new Year 1 candidates in September 2018. We also have 10 active Post-Academic candidates. The revenue from tuition and programming will continue to provide sufficient funds to run a fiscally responsible program.

We currently have one distance learner in the Year 3 class and four distance learners in the Year 1 class. We have continued with the Zoom videoconferencing system, as we have determined that this platform has been much more reliable than other providers as well as being more cost-effective. In September 2018 we began to employ the services of an on-site technical support person at each class to ensure connectivity and to minimize any potential disruptions. We also invested in additional technology for our Year 1 class to support our distance learners.

In September 2018, we changed classroom venues for both the Year 1 and the Year 3 classrooms. We are once again utilizing the services of the space rental management company Breather on a per-night rate inclusive of rent and equipment services. The new venue’s rental fee per night is comparable to the expense incurred last year. We will notice an increase in rent expense in the next fiscal year, as we are now utilizing this space for both Tuesday and Wednesday evenings.

In 2018/2019, the regular tuition fee has been maintained at $3,500 per year, and the distance tuition fee is maintained at $3,900. Post Academic Fees remain at $300.

**Year In Review, 2017 / 2018**

*Revenue:* Tuition revenue this past year increased compared to prior years due to the large size of the Year 2 class. Revenue from Year 4 and Post-Academic fees were consistent with recent years. We had increased revenue in winter 2018 due to the popular 15-week Extension Program, which generated over $16,000 in revenue.

*Expenses:* Our program expenses increased slightly in 2017/2018 compared to the prior year due to extra equipment costs for the Year 2 classroom (new computer), additional
rental fees for the Extension Program classroom (via room rental at the Alliance Francaise). We continue to share our telephone expense with CAPCT, and our copier expense is shared with CAPCT and TICP. Administration expense was elevated due to both an increase in the workload due larger class sizes and the Extension Program as well as a slight rate increase.

The supervision subsidy expense reflects the co-payment of supervision fees by CICAPP for some eligible candidates; this co-payment is funded by targeted donations received. Our accounting, insurance, general office, teaching and program fees incurred were relevant to the scope of activities happening over the year.

As CICAPP progresses in 2018 and 2019 with our application to the Ministry of Training, Colleges and Universities to comply with requirements to become a registered Private Career College as a psychotherapy training program, we will see an increase in various expenses related to the application process.

We are pleased to report that our association’s equity has grown to $61,922, an increase of $18,025 over prior year.

We continue to work on reducing expenses while offering a quality program. Suggestions and input from members are always appreciated. The proposed budget for 2018/2019 will be presented at the AGM.

Respectfully submitted,

Florence Loh
Treasurer, CICAPP
The Curriculum Committee is pleased to have concluded the co-ordination and scheduling of first year classes for the upcoming academic year for our new candidates and third year classes for our continuing candidates respectively. The introductory series of seminars entitled "Thinking of Children" was deemed a success by the Board and will run in alternate years moving forward.

We are pleased to continue to welcome practitioners and clinicians from complementary programs, such as TPS, IASP, and TICP, to teach various seminars or series of seminars to our training candidates.

Many thanks to Josi Perotto and Sandy Poulsen who, along with myself, currently comprise the Curriculum Committee.

Respectfully submitted,

Philippa Orsborn
Chair, Curriculum Committee
We would like to welcome back Ellen Bateman.

The SPC continues to be the committee that oversees the progress and evaluates the candidates learning and clinical work. The committee reviews clinical reports, supervisors’ evaluations as well as teachers’ evaluations of the candidates.

This year the SPC has had the privilege and important responsibility to read, review, evaluate over 25 reports. Responses to clinical reports provided feedback to enhance their learning outside of the supervision experience.

There was the introduction of the combined assessment and treatment reporting. In general, this seemed a beneficial means for the SPC to consider candidates’ work over a six-month period.

We are pleased with how our candidates are working hard to move through their training and look forward to seeing ongoing progress.

Once again thanks goes to Philippa Osborn for being a tireless additional reader and support of the SPC. Special thanks to Suzanne for her wonderful work in keeping track of all reports and evaluations.

Respectfully submitted,

Dena Tenenhouse
Chair, SPC
1. We currently have treatment cases in eight different schools including George Webster, H.A. Halbert, Ellesmere Stratton, Robert Service, Bliss Carman, Fairmount, Secord and North Bendale. All eight schools are in Scarborough. The children range in age from 6 years to 13 years. We are working with Dr. Amy Gajaria, who is affiliated with the Black Creek Community Health Centre, to explore the possibility of providing treatment at a local school.

2. We are working closely with Sue Elgie to implement the second year of our research plan. We have received updated ethics approval from the Community Research Ethics Office in August. Data collection is ongoing. We presented our brief research paper at the upcoming Society of Psychotherapy Research Conference (SPRC) held in Amsterdam last June. Our brief paper was entitled “Use of Therapist Self-Reports to Describe Long-Term Psychodynamic Play Therapy Sessions in School Settings”. Therapists have completed a “template” to summarize each fourth session with children, approximately every two weeks. The template form contains a checklist of therapeutic elements derived from the literature and therapists’ experience, as well as spaces in which therapists can briefly describe each session and how they felt about it.

Kathy Wetmore continues to be an integral part of our research team, collecting the data and reminding the therapists to submit the relevant information. Sue Elgie has committed much time and expertise into organizing our data and structuring the research results. We are extremely grateful to all of the therapists for their time and commitment to this project.

3. We look forward to presenting our research results at the CAPCT Continuing Education seminar series either in January or April of 2019.

4. Our Investment Committee consisting of Wes Brown, and Janet Morrison continue to oversee the implementation of the investment policy and report to the Board on a regular basis. They continue to do an amazing job again this year.

5. Our website has been regularly updated by Kathy Wetmore. Janet Morrison and Hy Bloom are also contributing to a regular blog feature on the website on various topics including selective mutism, temper tantrums and FASD.
6. We are in the process of participating in a branding exercise with Heather Briggs to change our name, update our website and create a new logo. Our new name is CATCH – Collaborative Therapy for Children (formerly Kidfix. Psychotherapy for Youth and Children). We hope to launch our new name and website early in 2019. We are looking forward to updating our website and showcasing our new logo.

Finally, thanks to all of our board members including Janet Morrison, Wes Brown, Hy Bloom, Jenna MacPhail and our ex officio member Florence Loh for their time and commitment. As well, we are also welcoming a new board member, Sandy Nuttall. Also, special thanks to Kathy Wetmore for her flexibility and patience.

Respectfully submitted,

Susan K. Walker Kennedy, Ph.D., C.Psych.
President, KidFix. Psychotherapy for Children and Youth (soon to be CATCH)