



CANADIAN COUNSELLING AND  
PSYCHOTHERAPY ASSOCIATION  
L'ASSOCIATION CANADIENNE DE  
COUNSELING ET DE PSYCHOTHÉRAPIE

**CCPA Board Meeting  
January 16, 2020  
18:00 -18:50 (ET)**

**Present:** Jen Rowett (Chair), John Driscoll, Kathy Offet-Gartner, Carrie Foster, Liette Goyer, Leah Lewis, Meredith Henry, Serge Hall, Cynthia Schoppmann, Nicola Sherwin-Roller, Melissa Jay, Blythe Shepard, Rabeea Siddique, Barbara MacCallum, Kim Hollihan (note-taker)

**Regrets:** George Maringapasi, Lori Rudniski, Andrea Garland, Siri Brown

**Agenda**

1. Welcome
2. Approval of Agenda
3. Approval of Minutes
4. Conflict of Interest Declaration
5. FY 20/21 Budget
6. RDF Application for Kairos Blanket Exercise – Nicola Sherwin-Roller
7. CCC-S Revisions
8. Board Agenda Policy
9. Special Awards:
  - Humanitarian
  - Indigenous Practice
10. Committee Updates
11. Next Meeting
12. Adjournment

**1. Welcome**

- Jen Rowett wished everyone a Happy New Year and welcomed them to the meeting.

**2. Approval of the Agenda**

**Motion:** To approve the agenda as presented.

**Moved by Serge Hall. Seconded by Carrie Foster.  
CARRIED**

**3. Approval of Minutes**

**Motion:** To accept the minutes of the November 23-24, 2019 Board Meeting as accurately reflecting the discussions and decisions of the National Board of Directors.

**Moved by Serge Hall. Seconded by Blythe Shepard.  
CARRIED**

**4. Conflict of Interest Declaration**

- John Driscoll declared a conflict of interest related to item #9, specifically, the Humanitarian Award.

**5. FY 20/21 Budget**

- A few questions were received from Board members during the review period and were answered by Barb MacCallum.
- Barb and Carrie Foster, Treasurer, were acknowledged and thanked for their work on the budget.

**Motion:** To approve the CCPA Budget for FY 2020-2021 as presented.

**Moved by Rabeea Siddique. Seconded by Carrie Foster.  
CARRIED**

**6. RDF Application for Kairos Blanket Exercise - Nicola Sherwin-Roller**

- Nicola Sherwin-Roller submitted a Regional Development Fund proposal for a Kairos blanket exercise in SK.
- Nicola conducted a member survey to gauge interest in the event as well as preferences for location and date.
- The event will be combined with a Presidential Roadshow visit by Jen Rowett and is planned for March 13, 2020.
- The requested amount is \$3,280 less registration fees.
- Costs associated with Jen's travel will be covered by the Presidential Roadshow budget item.
- Great initiative and great work, Nicola!

**Motion:** To approve the RDF for the Kairos Blanket Exercise in SK.

**Moved by Serge Hall. Seconded by Meredith Henry.  
CARRIED**

**7. CCC-S Revisions**

- Blythe Shepard reviewed the revisions to the CCC-S designation, as proposed by the CCC-S Committee.
- The revisions are in response to member feedback and aim to increase the number of CCC-S applicants and renewals.
- The revisions have been through the ball toss and approved by the Governance Committee, the Quality Assurance Committee and the Executive.
- Thanks to Blythe and the CCC-S Committee for reviewing and updating the designation.

**Motion:** To approve the CCC-S revisions as presented.

**Moved by Leah Lewis. Seconded by Nicola Sherwin-Roller.  
CARRIED**

**8. Board Agenda Policy**

- The purpose of the Board agenda policy is to ensure ample time is available for the President and National Office to plan Board meetings.
- Thank you to the Governance Committee for proposing this policy and to the Quality Assurance Committee and Executive for reviewing it.

**Motion:** To approve the Board Agenda Policy.

**Moved by Meredith Henry. Seconded by Blythe Shepard.  
CARRIED**

**9. Special Awards**

- The criteria for special awards should be reviewed and possibly strengthened.
- The Awards Committee is asked to consider removing the ability to self-nominate for a special award.

**Motion:** To select Lisa Mader as the recipient of the 2020 Humanitarian award.

**Moved by Nicola Sherwin-Roller. Seconded by Serge Hall.  
CARRIED**

**1 ABSTENTION**

**Motion:** To select Staci-Ann Loiselle as the recipient of the 2020 Indigenous Practice award.

**Moved by Leah Lewis. Seconded by Carrie Foster.  
CARRIED**

**Action:**

- The Awards Committee will review the criteria for the special awards and send any updates through the ball toss.

**10. Committee Reports**

- The Governance Committee is meeting Monday, January 20, 2020 to review the following: the updated Code of Ethics, the Cyber Security Policy, the Elder in Residence protocol and the gender neutral language recommendation from the Quality Assurance Committee.
- Serge Hall will assume temporary Chair of the Quality Assurance Committee when Cynthia Schoppmann starts maternity leave in February 2020.
- There are no other Committee updates at this time.

**11. Next Meeting**

- The next meeting will be held on March 20, 2020.

**12. Adjournment**

**Motion:** To adjourn the meeting.

**Moved by Leah Lewis.  
CARRIED**

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President

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Date

### Summary of Motions

**Motion:** To approve the agenda as presented.

**Moved by Serge Hall. Seconded by Carrie Foster.  
CARRIED**

**Motion:** To accept the minutes of the November 23-24, 2019 Board Meeting as accurately reflecting the discussions and decisions of the National Board of Directors.

**Moved by Serge Hall. Seconded by Blythe Shepard.  
CARRIED**

**Motion:** To approve the CCPA Budget for FY 2020-2021 as presented.

**Moved by Rabeea Siddique. Seconded by Carrie Foster.  
CARRIED**

**Motion:** To approve the RDF for the Kairos Blanket Exercise in SK.

**Moved by Serge Hall. Seconded by Meredith Henry.  
CARRIED**

**Motion:** To approve the CCC-S Revisions as presented.

**Moved by Leah Lewis. Seconded by Nicola Sherwin-Roller.  
CARRIED**

**Motion:** To approve the Board Agenda Policy.

**Moved by Meredith Henry. Seconded by Blythe Shepard.  
CARRIED**

**Motion:** To select Lisa Mader as the recipient of the 2020 Humanitarian award.

**Moved by Nicola Sherwin-Roller. Seconded by Serge Hall.  
CARRIED**

**1 ABSTENTION**

**Motion:** To select Staci-Ann Loiselle as the recipient of the 2020 Indigenous Practice award.

**Moved by Leah Lewis. Seconded by Carrie Foster.  
CARRIED**

**Motion:** To adjourn the meeting.

**Moved by Leah Lewis.  
CARRIED**

### Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	9	Review the criteria for the special awards and send any updates through the ball toss.	In advance of next award season	Awards Committee