

Career Counsellors Chapter

Annual General Meeting Minutes

May 20th, 2015 4:45 p.m. to 6:00 p.m.

1. Welcome & Call to Order

Rebecca Hudson Breen agreed to take the minutes for the AGM.
Attendance sheets were circulated.

List of those in attendance: Bill Borgen; Mildred Cahill; Jennifer Davies; Clarence DeSchiffart; Kim Hollihan; Rena Klisouris; Roma Kozinska; Kim Landine; Jeff Landine; Denise Larsen; Roberta Neault; Lindsey Thomson; Judith MacKinnon; Janice Tester; Nancy Arthur; Jessica Isenor; Gerry Goodine; Teresa Francis; Jo-Anne Willment; Dawn Schell; and Rebecca Hudson Breen.

2. Introduction of Chapter Executive

Chapter President, Jessica introduced Gerry (Past President), Teresa (President Elect), Jo-Anne (Treasurer), Dawn (Member at Large), and Rebecca (Member at Large) to those present.
Regrets: Jon Woodend & Danni Lei (co-Members at Large)

3. Establish quorum

Jessica counted those present and determined the total attendance as 21 (20 eligible voters) which met the quorum.

4. Approval of 2014 minutes

Minutes from the 2014 Chapter AGM were circulated.
A motion for approval of the minutes as amended (change spelling of Dawn's last name).
Motion: Kim Hollihan
Seconded: Mildred Cahill
Passed

5. President's Report 2015

Copies of the report were provided to members.
Jessica Isenor reviewed highlights of her report:

- a. Member Outreach Initiatives (Social Media, Communiques, Welcome Letters)
- b. Canada Career Week Activities
- c. Canadian Council for Career Development
- d. National Career Challenge Project
- e. Cannexus 15 Wine & Cheese Reception
- f. Student Membership Pilot Project
- g. Research Subcommittee's Snapshot Project

Jessica moved to accept report
Seconded: Roberta Neault
Passed

6. Treasurer's report

Jo-Anne Willment, Chapter Treasurer, presented her report.
Jo-Anne moved to accept report
Seconded: Jeff Landine

Passed

7 - 8. Research Subcommittee Proposal—Career Counsellor Practitioner Grant

The proposal was presented by Jo-Anne Willment

Discussion followed regarding the proposed Career Counsellor Practitioner Grant Pilot Program:
Question: Proposed award between \$500-\$1000— Who determines amount of award? —that will be discussed today.

Question: Is there room in the budget? —Jo-Anne noted that currently the budget would support this, and that there is a proviso in the proposal that should the Chapter bank balance ever be reduced to \$1000 the grant program would cease.

Comment: Suggestion that award to be closer to \$1000, but also recommended that applicants propose a budget to justify amount of award. Also suggested perhaps partnering with CCDF for help in managing the grant program.

Comment: Suggestion that research ethics be part of the application. Further comments were made regarding the ethics of community based research, particularly with vulnerable populations.

Question: What types of activities would be funded? Discussion: Not intended for conference travel, Preparing a webinar would be appropriate rather than insist on presenting at CCPA conference.

MOTION: In an effort to promote research in the domain of career counselling, be it resolved that the Career Counsellors Chapter will implement the proposed pilot program called The Career Counsellors Chapter Research Grant for three years. A report will be presented at the 2016, 2017, and 2018 Chapter AGMs on the progress of the program. At the 2018 Chapter AGM a motion to either continue or terminate the program will be put forward for a member vote.

Motion moved by: Gerry Goodine

Seconded: Janice Tester

Passed

9. Motion to amend the Career Counsellors Chapter Constitution and Bylaws:

Small amendments to the constitutional by-laws of the Chapter were needed to reflect current practices relating to previous changes to the by-laws when the Chapter Executive was restructured in 2013. Motions were provided to members in advance and at the AGM as shown below:

Current:

6. Executive

6.10 Election of Executive Members will be staggered with the President and the Treasurer being elected in one year and the President-Elect in the alternate year.

Proposed change:

Remove item 6.10 from the bylaws of the Chapter Constitution.

Reason for change:

Due to past struggles to find people willing to stand for nomination and/or remain for a two year term commitment the election structure outline in the bylaws are not currently in practice. Additionally, since transitioning from the title Vice-President to President-Elect in 2013 it is expected that the President-Elect will move into the President role once the current President's 2-year term is complete. Therefore the positions of President-Elect, President, and Past President transition together rather than stagger.

Current:

7. Duties of the Officers

7.3 Treasurer: The Secretary/Treasurer shall keep accurate accounts of monies received and dispersed by the Chapter and shall be responsible for the preparation and presentation of the Executive of an annual budget.

Proposed change:

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7.3 Treasurer: The Secretary/Treasurer shall keep accurate accounts of monies received and dispersed by the Chapter and shall be responsible for the preparation and presentation of the Executive of an annual budget.

Reason for change:

The Chapter Executive has not required the Treasurer to take on the duties of Secretary for a number of years. A minute taker is appointed at the first meeting post Chapter AGM and others on the executive will step in when the appointed member is unable to fulfill this duty.

MOTION: To accept these changes to the Career Counsellors Chapter Constitution and Bylaws as presented.

Moved by: Teresa Francis

Seconded: Mildred Cahill

10. New Business

No new business was presented.

11. Confirm executive members for 2015 -2016

The Chapter Executive will remain with its current members. Jessica pointed out that five positions will come open on the Executive at the next AGM.

12. Member discussion on chapter priorities

A survey was distributed and members were encouraged to share their thoughts on the Chapter's priorities for the coming year.

Discussion followed regarding erosion of membership. Jessica expressed her hope to gain members after conference. Concern was raised as to whether the new CRPO (Ontario) would result in further erosion from CCPA.

Further discussion on chapter priorities not held due to lack of time.

13. Motion to adjourn the meeting

Meeting adjourned by Chapter President, Jessica Isenor

Respectfully submitted by:

Rebecca Hudson Breen

June 30th, 2015

