

**2014-2015 CCPA National Conference,
Sheraton Conference Centre, Niagara Falls, ON.**

Treasurer's Report

Report to the Annual Meeting of the Career Counsellors Chapter

May 20, 2015

Overview

Since the Treasurer's Report of May 7, 2014, the year has proceeded efficiently without a problem. The names were changed with the Royal Bank to reflect the new slate of officers elected at the May 7, 2014 meeting. All monthly statements continue to be mailed to the Treasurer on or about the 5th of each month with all transactions noted. The chapter uses a paper-based chequing system in which two executive members out of three are required to sign each cheque creating a lag time between the time the time a cheque is written, cashed and recorded on my statement. This continues to be necessary as it produces a record of accountability which is transparent to all. We will continue to operate in this manner. The RBC continues to be helpful if needed but we have been totally self-sufficient for the 2014-2015 year.

Two cheques were received from the CCPA in 2014-2015; July/August for \$1,206.24 and in March, 2015 for \$1,635.55. These are from Career Counsellor membership payments, charge-back for monthly teleconference calls, awards, translation funds and annual conference expenses of 10% for the President's costs to attend the Annual Career Counsellors meeting held this year in Niagara Falls, ON.

Comparison Overview

For comparison purposes, a second chart is included which provides closing monthly balances for the Career Counsellors Chapter retroactively to the year 2012. This table appears with this report and indicates a steady balance of earnings each month within a range of \$5,726.24 to \$8,578.62. Our budget is very stable, is monitored each month, and transactions are handled responsibly by the Chapter Executive.

2014-2015 Budget Notes

Income

All income comes to the chapter from the CCPA Head Office twice a year. As long as the chapter continues to be stable or to grow, there is no reason to expect a decrease or loss of income assuming that pertinent decisions by the executive continue to be made. There is appropriate room for some new and careful initiatives provided they are made with the usual care and guidance.

Expenses

Over the year, the CC Chapter paid for the cost on conference payment for the President to attend the CC AGM in Victoria (\$790.06); a CC executive member to attend the Cannexus Conference in Ottawa in January, 2015 (\$423.00), printing/translation costs (\$260.00), refreshment and photocopying costs for the 2014 Cannexus Conference (\$397.00); the CC's Executive decision to continue our membership to the Canadian Council for Career Development Foundation (\$500.00), and two Awards (\$600.00). We now are refunding the \$15.00 from students wishing to join the Chapter but this has meant minimal expenditures of less than \$50.00 and we paid teleconference fees for 2014-2015 (\$321.33). We pay \$2.00/mth (\$24.00) and minimal monthly interest (~\$5.00).

Respectfully submitted,

Dr. Jo-Anne H. Willment, CCC

Treasurer, Career Counsellor Chapter.

2015 Career Counsellor Chapter

Summary of Closing Monthly Budget Balances for the Years 2012-2013/2013-2014/2014-2015 based on RBC Statements

Month	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Jan 5-Feb 3	\$ 5,726.24	Sabbatical	\$ 6,865.94	\$ 7,344.76
Feb 3-Mar 5	\$ 5,726.69	Sabbatical	\$ 7,991.13	\$ 6,945.07
Mar 5-Apr 5	\$ 6,755.29	Sabbatical	\$ 7,988.80	\$ 8,578.62
Apr 5-May 4	\$ 6,755.85	Sabbatical	\$ 7,987.45	
May 4-June 5	\$ 6,406.42	\$ 7,516.21	\$ 7,900.62	
June 5-July 5	\$ 6,404.95	\$ 7,514.83	\$ 7,899.27	
July 5-Aug. 3	\$ 6,403.39	\$ 6,723.80	\$ 7,107.88	
Aug 3-Sept 5	\$ 6,402.03	\$ 8,460.41	\$ 7,106.48	
Sept 5-Oct 5	\$ 6,829.96	\$ 8,458.09	\$ 8,310.37	
Oct 5-Nov 5	\$ 6,828.54	\$ 8,456.81	\$ 7,349.02	
Nov 5-Dec 5	\$ 6,732.69	\$ 7,393.71	\$ 7,347.62	
Dec 5-Jan 5	Sabbatical	\$ 7,392.34	\$ 7,346.24	

Notes

1. These balances were produced with deductions accounted for *within the course of monthly business*. This includes, for example, 10% of conference expenses paid to the President for chairing the AGM of the Career Counsellors Chapter, Cannexus Conference Fees for the Vice-President, and routine expenses including CCPA translation costs, annual CCDA membership costs, Vance Peavey Awards held once a year and twice in unusual circumstances.
2. Cheques are received from CCPA twice a year from Feb –July, and from Aug-Jan. Balances vary: \$1,394.18 (Feb, 2013), \$1,738.04 (Aug. 15, 2013), \$1,126.66 (Feb, 2014), \$1,206.24 (Aug, 2014), \$1,635.55 (Feb, 2015).
3. Membership is stable with gain/loss of memberships +/- 5 Members each year. The Chapter pays the costs for monthly teleconference costs. These are approximately \$10-20 per month and are deducted from the CCPA Chapter cheques twice yearly.
4. The Chapter turns down requests from outside organizations that were not in the interest of the Chapter which has kept our budget very steady and in the black over the past 3 years.

Career Counsellor Practitioner Grant

Proposed by
Dr. JoAnne H. Willment, CCC
Treasurer, Career Counselling Chapter
Canadian Counselling & Psychotherapy Association

Presented to the
Career Counselling Research Sub-committee Teleconference Meeting
April 24, 2015

Preamble

The CCPA Career Counsellors (CC) Chapter currently offers the Dr. Vance Peavy Award competition designed to award \$300.00 to a CCPA Student Member who is presenting their research, in the area of career counselling, at either a CCPA conference or Cannexus. Application for the award occurs annually in December. Candidates are invited to submit their name, title of their research, and a brief description of their research. This information is reviewed by the Executive Committee of our chapter according to the criteria set-out by the award and a decision is made to support or decline the awarding of the prize each year based on the Executive assessment. In the past three years, the CC Chapter has granted one award in 2012-2013, two awards in 2013-2014 and no awards were granted in 2014-2015. The summary of the monthly budget balances from January, 2012 to April, 2015 indicates the withdrawal of funds for this award continues to be sustained annually without undue hardship to the chapter and we will continue to grant the Dr. Vance Peavy Award.

The CC Chapter recognizes that for career counsellors who are practitioners-in-the-field, there is a lack of support to continue with applied research projects conducted in the counselling workplace. As of March, 2015, 268 members are members of the CC Chapter. Many of these members are practitioners' who work daily in the field of career counselling in communities across Canada. Many of these career practitioners completed their educational career training earlier in their career and lack financial support to conduct research. Yet, we hear from our members indicating the profound value, and need for evidence accruing from work within the career counselling profession. The Chapter recognizes the importance of this work and would like to acknowledge the significant contribution given to this work in this 50th anniversary year of the CCPA.

Proposal

This proposal is to found a small grant fund to promote the value, importance, and results of applied research performed by career counselors in the community and/or workplace. These applied research initiatives may consist, for example, of small exploratory projects with an evaluation component; pilot proposals with specific career-related criteria; online surveys or assessments surveys with outcome measures; a needs assessment study of a particular career issue involving a specific demographic population, or other initiatives. These projects might well benefit from a small seed grant of perhaps \$500-\$1000 which the CC Chapter could grant on a competitive annual basis. Typically, one funding grant would be granted by the Chapter Executive per year.

It is suggested that if this proposal were agreed upon by the CCPA Career Counsellors Chapter, then criteria for application would be developed by the Research Sub-Committee and forwarded to the Executive for consideration and decision. In so doing, this proposal could be approved in principle by the CC Chapter at the Chapter's Annual General Meeting (AGM) this year on May, 20, 2015 in Niagara Falls, ON. Further details would be finalized with the passage of such a motion. The Chapter's finances are sufficiently stable to support such a grant and a condition would be put in place such that the grant would not be awarded if the Chapter's finances were below \$1500.00 at any time in the budget year. To maximize efficiency, project submissions would be introduced to the Chapter at the same time of the year as the Dr. Vance Peavy Award allowing the Dr. Vance Peavy Award and the Career Counsellor Practitioner Grant to be managed at the same time by the Chapter Executive.

Applications. To apply for the grant would require, but not be limited to, a submission form with the participant name(s); an indication of the presence of the CCC designation; a clear statement of objectives; practitioner's applied research question focusing the work of the project; method of design of the project; a statement of consent; significance of the project, length of time required to complete the project, and the final documentation used for dissemination. The decision to continue with the grant would be reported on by Executive in 2016 and 2017 and the program would be re-evaluated at the AGM meeting in 2018.

Selection. Some flexibility should be given to the Executive for the three years of the grant project pilot to provide for unexpected circumstances that may develop as time progresses. It should be noted the Executive has extensive experience with the Dr. Vance Peavy Award and will draw upon this expertise in their deliberations. Selection of a project grants would include the quality and comprehensiveness of the application documentation, written approval of community/project-based facilities, the length of time required (under a year), the significance of the findings and the documentation for dissemination. The CC Chapter now has extensive social media abilities (CC Chapter Blog – with an established connection to CCDF, CCCD, and CERIC online and print publications, Twitter, Facebook, LinkedIn), CC Chapter forums provided through annual AGM locations, conference presentations, and could advise on provincial/national career counselling practitioner publications in which completed manuscripts could be published if desired by the author. It is important that some form of dissemination is required for successful selection of the fund.

Funding. Depending on the amount determined for the grant, 50% of the grant would be given at the time of application selection with the remaining 50% given at the completion of the project marked by dissemination of the results. A short report would be submitted quarterly to the Chapter Executive by the successful applicant to a maximum of four times in the year. This should be added to the job description (portfolio) of one of the Research Subcommittee/Chapter Executive members. The applicant would have access to this person if queries should arise with the grant. A project grant should be limited annually to \$500.00 to \$1,000.00.

Dissemination. Results of the project would be disseminated through Chapter using social media, blogs, conference, publications and/or other formats. The intellectual property rights of the authors of the project would remain with the authors but an agreement would be signed to provide permission for the CC Chapter to use the material for a follow-up year upon completion of the project. The name and title of the project would appear on the CC Chapter's website for public viewing. This would be agreed upon with signatures by participant(s) at the time of application.

Significance of this Proposal

This year marks the 50th Anniversary of the CCPA and it is fitting that 2015 would mark the initiation of this new funding opportunity within the Career Counsellors Chapter of this national organization. The benefits of this initiative include the opportunity for the CC Chapter to herald the continuing future of career counselling in Canada for the next 50 years. This initiative would provide a distinctive way that our chapter can support our members and highlight the new directions that are being sought for career counselling in Canada. As well, this opportunity provides an ongoing marketing opportunity for the Chapter in 2015 and beyond in several formats including media, social media, publications, and future conference activity. A small recognition might be asked for in the dissemination of results by successful participant(s) which would provide additional recognition for the CC Chapter. This would be our focus and would be used by us for maximum marketing benefit.

Summary

This proposal requires further work including the finalizing and translation of the application materials, the selection materials, and the dissemination. If this proposal were ratified at the Chapter's AGM held in Niagara Falls, ON in 2015, it should be possible to have the founding of the first practitioner's funding grant by December, 2015.

Respectfully submitted,

Dr. Jo-Anne H. Willment, CCC

Treasurer, Career Counsellor Chapter, CCPA