

**CCA Board Meeting / Réunion du conseil d'administration de l'ACC**

**April 18, 2005 – Le 18 avril 2005**  
**7:35 p.m. – 9:04 p.m. / 19 hr. 35 à 21 hr. 04**  
**(Ottawa time)**

**Teleconference**

**Present:** Lorne Flavelle (Chair), Glenn Sheppard, David Paterson, Marie-Claude Martel, Robert Baudouin, Pat Donihee, Mary Butler, Kristine Larson, Sandra Salesas, Bruce Bailey, Barbara MacCallum (Executive Director and Secretary).

**Regrets:** Wayne Clifford, Alana Walsh-Giovannini, Marge Winters, Corrine Hendricken-Eldershaw

**Absent:** Jack Dobbs, Gerry Goodine

**Welcome / Bienvenue** The President welcomed everyone.

**Agenda**

1. Approval of Agenda
2. Approval of Minutes
3. Election Update
4. Staffing
5. Conferences
  - 2005
  - 2006
  - 2007
  - National Symposium on Counsellor Regulation
6. Administrative Issues
  - Auditors Report
  - Office Relocation
7. Awards
8. Provincial Round Table Discussion

**1. Acceptance of the Agenda / Acceptation de l'ordre du jour**

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

**Moved by: David Paterson**  
**Seconded by: Marie-Claude Martel**  
**CARRIED**

**2. Acceptance of the last minutes / Acceptation du dernier procès verbal**

The minutes of the January 17, 2005 Board meeting were reviewed.

**Amendments:**

- Kristine Larson was present for the teleconference.
- Pat Donihee was absent with regrets for teleconference.

**Motion: To accept the minutes of the January 17, 2005 meeting as amended.**

**Moved by: David Paterson  
Seconded by: Kristine Larson  
CARRIED**

**3. Election Update**

- David Paterson provided an update on the election process.
- the Election committee consisted of David Paterson (Chair), Glenn Sheppard and Kristine Larson.
- through a series of emails, an election process was established which was then carried out by the National Office.
- each candidate was asked to submit a one page platform document (in either English or French) which was then translated and formatted by National Office.
- this material and all ballots were distributed by January 31, 2005.
- ballots were received at the National Office and counted by the Executive Director by March 31, 2005.
- final results were tabulated by the Executive Director by April 8, 2005.
- a delay had to be built into the process as ballots which were post-marked March 31, 2005 could be counted.
- results were first announced to the Chair of the Election Committee, who then distributed the results to the committee and the Board.
- the membership was informed on April 16, 2005.
- it was noted that the National Office did a superb job.
- there was a tight timeline to obtain the material from the candidates, have it translated, formatted and distributed by the end of January.
- this project was done on schedule and very professionally.
- it was requested that the process used be documented for future reference.
- David noted that one candidate had asked for a mailing list and this was not allowed.
- David also noted some confusion about student voting rights.
- it was noted that there may be some policy development required with regard to elections.
- Kristine Larson noted that she had met with the two Saskatchewan candidates and that they had both expressed that in their opinion the election process had been fair and honourable.
- both candidates were very pleased with the process.
- the only comment made was that as a result of not being able to announce the results until April 8, this left the successful candidate with little time to plan their trip to the Board meeting in May.
- Bruce Bailey asked if students did get to vote. The answer is yes.
- he also asked what the return rate was for ballots.

- Barb MacCallum noted that approximately 1,000 ballots were returned which is approximately 40%.
- it was noted that this was a healthy number which indicated that our membership did have a great deal of interest in the process.
- Lorne Flavelle thanked David, the members of the committee and Barb MacCallum for the great job.
- Glenn Sheppard noted again the need to capture the process so that we do not have to re-invent it.
- Lorne Flavelle thanked Marie-Claude Martel for her great efforts on behalf of CCA. Lorne noted that Marie-Claude has put in an enormous amount of time on the Executive and the Board.
- Marie-Claude indicated that she truly believes in CCA and will continue to do so.
- she also asked whether a written report will be provided to the membership.
- Barb MacCallum noted that there was an article in the April edition of Cognica that noted the 40% return rate.

**4. Staffing**

- Lorne Flavelle indicated that the process for finding the new Executive Director was well underway.
- 40 resumes have been received.
- Glenn Sheppard noted that last time 55 were received.
- the committee will look at all of the resumes, each will develop their short list separately and then compare results.
- Sandra Salesas asked if we were on schedule with regard to having the new Executive Director in place in September.
- Loren Flavelle indicated that we were.
- the question was asked as to where the job had been posted.
- it was distributed to various electronic job posting sites (Charity Village, Working.com, Workopolis, Monster.com), in Cognica, on the website and to affiliates.
- Lorne indicated that the closing date was May 15, 2005 and that potential candidates should be encouraged to submit resumes.

**5. Conference Update**

**Conference 2005**

- Glenn Sheppard provided an update on the planning activities for 2005.
- the conference organizers are in high gear.
- the committees are working well.
- there are over 100 concurrent sessions which makes this the largest program offered at a stand alone CCA conference.
- there are 12 major sponsors.
- the printing has been done in-kind which has resulted in a great deal of savings.
- the program booklet is 100 pages (50 English/50 French).
- Romeo Dallaire's presentation is now being widely promoted.

- tickets are being sold to the general public (\$10 per ticket) to defray the costs of his presentation.
- Romeo Dallaire is also getting an honorary degree from the University of Newfoundland.
- this decision was made after he was invited to speak at the conference.
- the University will be supporting some of his travel costs as a result.
- Glenn also noted that conference organizers had received \$4,900 from Heritage Canada to cover translation costs (will cover about 50%).
- there will be a significant number of francophone sessions at the conference.
- Lorne Flavelle requested that Glenn Sheppard on behalf of the Board take greetings and a note of appreciation to the organizing committee for the outstanding work that they have been doing to organize this conference.

### **Conference 2006**

- Lorne Flavelle, David Paterson and Barb MacCallum attended the ACA conference in Atlanta from May 5-10, 2005.
- Lorne indicated that a great deal had been learned about the ACA conference.
- as the ACA staff have been focused on Atlanta they have not had time to finalize the MOU but a great deal of work has been done on this and we are just waiting for the final text.
- Lorne indicated that he has had two meetings of the local committee.
- David Paterson indicated the following:
  - ACA is very excited about holding their first international conference in Montreal.
  - Patricia Arredondo's (ACA, President Elect) primary interest is multiculturalism and the conference theme reflects this.
  - cultural sensitivities will be addressed.
  - ACA is truly looking at this as a partnership.
  - CCA has received every indication that ACA will treat this collaboration in a sensitive and cooperative fashion.
  - the Canadian delegation was very well received and given several opportunities to address ACA leadership.
  - the questions about Canada were interesting and surprising in that many delegates have not traveled outside of their country and therefore found the passport issue a concern.
  - Pat Donihee noted that she was not surprised as this had surfaced with her work with the William Glasser Institute
  - ACA Atlanta had 3,800 delegates.
  - early bird registration for Atlanta was 120.
  - early-bird registration for Montreal is 400.
  - this bodes well for attendance in Montreal.
  - the CCA student rep program was explained to Patricia.
  - Patricia is very interested in starting an ACA student association so she has indicated plans to organize a Student Symposium as part of the pre-conference activities.
  - the conference will have three major languages English, French, Spanish.

- the conference theme is:
  - Culture-Centered and Diversity Counseling Empowers All Families
  - Le counseling axé sur la culture et la diversité facilite le pouvoir d'agir de toute famille
  - La consejería centrada en la cultura y en la diversidad fortalece a todas las familias
- the conference will be held March 30-April 3, 2005.
- March 30-31 - pre-conference workshops.
- April 1-3 - concurrent sessions.
- Lorne Flavelle indicated that the Executive had spent a great deal of time in January drafting the MOU.
- CCA will have 8 pre-conference workshop slots.
- Lorne encouraged everyone to speak to their contacts and colleagues about submitting ideas for pre-conference workshops.
- we will have 70-80 education sessions (concurrent sessions).
- Lorne indicated that he would like to give priority to CCA members and Chapters.
- the call for proposals has gone out.
- deadline is July 15, 2005
- the call for proposals is in Cognica, on our website and has gone out on the list-serve.
- Glenn Sheppard noted that groups such as Counsellor Educators will need to be reminded about the short deadlines for the call as this is different than in previous years.
- the presidents of the ACA divisions will be in Montreal in July and will be meeting with Lorne and Barb and members of the local committee.

## **2007**

- David Paterson indicated that the Board had passed a motion to hold the 2007 conference in Victoria.
- since then, the University of Victoria has indicated that due to workload issues they will not be able to organize the conference.
- Bruce Bailey indicated that he has been working on establishing a conference committee and has enlisted the assistance of Jim Browne from BCACC.
- he has asked Jim to put forward some names.
- Bruce indicated that they should be able to move forward over the next couple of weeks.
- he indicated that he will have a more solid plan in place by the May Board meeting.
- Bruce also indicated that the conference will most likely be held in Vancouver at UBC Point Grey.
- there is great excitement in the region and within the BC Chapter to have this conference.
- it will also become the BCACC conference as they will cancel their conference for that year.
- Glenn noted that UBC was a great venue.

## **National Symposium on Counsellor Regulation**

- BCACC is hosting a symposium on counsellor regulation.
- the symposium is planned for the fall of 2005.
- they have invited CCA to be involved from a planning and organizing perspective and understand that CCA will not be able to financially support the conference.
- Pat Donihee noted that it will be crucial for CCA to be at the table and as involved as possible.
- the regulation issue will have a great impact on RCC & CCC and Third Party Billing.
- it was noted that a paper should be developed and presented at the May Board meeting to get perspectives on this issue
- Glenn Sheppard noted that at the 2005 Conference, on Friday morning there will be session on this topic called the “Bumpy Road to Counselor Regulation.”

**Motion: That a teleconference be held with a view to enhancing the involvement of CCA at the National Symposium on Counsellor Regulation. The teleconference will include those members of the CCA Board who have an interest in this issue.**

**Moved by: Pat Donihee  
Seconded by: David Paterson  
CARRIED**

## **6. Administrative Issues**

### **Auditors Report**

- Barb MacCallum indicated that the audit had been completed the week of March 14, 2005 and that we do have a clear audit opinion.
- the auditors were in the office for 2.5 days.
- Barb indicated that she had spent a considerable amount of time prior to the audit to reorganize the financial records to ensure a smoother process.
- the management letter does indicate that significant progress has been made in implementing the suggestions in the last letter. These changes will be in effect for the fiscal year starting February 1, 2005.
- Lorne Flavelle expressed his appreciation to Barb for tremendous amount of work involved in reorganizing the financial practices of the office.
- Kristine asked about communication to the membership.
- David Paterson indicated that the membership could be informed that:
  - a new accounting system has been implemented.
  - new procedures and processes have been put in place as recommended by the auditors.
  - the adjusting entries noted by the auditor were a result of sloppy bookkeeping not fraudulent activities.
  - very strong measures have been taken to implement the recommendations of the auditors.
  - new budget process and financial reporting procedures have been implemented.
- it was noted that there will be questions at the AGM about the \$70,000 overrun for the 10 month year ending January 31, 2005.

- David noted that part of the overrun was budgeted.
- there has to be clear, transparent reasons for the expenses presented at the AGM.
- David noted that the financial picture was a result of expense overruns and revenue not materializing as planned.
- there will be bullet-point explanations developed for the AGM.
- members need to know that the problems have been dealt with.

**Motion: To accept the auditor's report for the year ending January 31, 2005 as presented.**

**Moved by: David Paterson  
Seconded by: Kristine Larson  
CARRIED**

**Motion: That the Treasurer write a letter of thanks to the Auditing firm for the work that they have done on behalf of CCA.**

**Moved by: Glenn Sheppard  
Seconded by: Bruce Bailey  
CARRIED**

**Motion: To express thanks to Barb MacCallum for the excellent work that she has done in preparing the materials for the budget, the audit and the financial procedures.**

**Moved by: Bruce Bailey  
Seconded by: Sandra Salesas  
CARRIED**

- **Bruce Bailey left the meeting at 8:44 p.m. (Ottawa time)**

#### **Office Relocation**

- Barb MacCallum noted that she should be signing the lease this week for the new premises.
- we have 1,500 square feet in the south east end of Ottawa.
- the office space is on the ground floor and is part of a business mall.
- the rent is approximately \$25,400 per year. We have received one month of free rent per year.
- Marie-Claude Martel and the office staff reviewed three premises before choosing this one.
- Marie-Claude indicated that she thought the new office space would serve CCA well, that it had lots of windows and is an easy location for the staff to get to.
- Glenn Sheppard noted that Barb had kept the Executive very well informed during the search process.
- Barb noted that the move is scheduled for May 13, 2005. The current location will be vacated on the evening of May 12, 2005.
- she also noted that Bell Canada is on strike so telephone service may be disrupted during the move.

- she asked for patience if there were disruptions in communications.
- Barb will be sending a note to the membership regarding the move and the change of address and asking for their patience also.

• **Pat Donihee left the meeting at 8:50 p.m. (Ottawa time).**

7. **Awards**

- ACA publishes the names and pictures of their award winners in their conference program.
- in order to have our winners names in the same publication we need to move the dates for the award nomination and selection process.
- the new proposed date is October 15, 2005.
- Glenn Sheppard noted that we will need to ensure that we advertise this date change widely.

**Motion: To change the submission date for 2006 Awards to October 15, 2005.**

**Moved by: Kristine Larson**

**Seconded by: Sandra Salesas**

**CARRIED**

8. **Provincial Issues**

- Lorne Flavelle invited directors to note any issues that they wanted to share with the Board.
- he also indicated that these items could also be forwarded for discussion at the May Board meeting.
- Mary Butler noted that she had met with senior government officials re the counsellor regulation issue in Nova Scotia and indicated that there is progress.
- Kristine Larson noted that there is active discussion in the province of Saskatchewan with regard to the profession of counselling and its relationship to the School Counsellors role.

9. **Other Business**

- Lorne Flavelle noted that Kristine Larson may not be able to attend the Board meeting in May.
- Lorne Flavelle wanted to thank Kristine on behalf of the Board for all of her work and her contributions to the Board as the Saskatchewan Director.

10. **Adjournment / Levee de la réunion**

**Motion: To adjourn the meeting.**

**Moved by David Paterson**

The meeting was adjourned at 9:04 p.m. (Ottawa time).

\_\_\_\_\_  
President

\_\_\_\_\_  
Date



**Summary of Motions**

**Motion: To accept the agenda as presented**

**Moved by: David Paterson  
Seconded by: Marie-Claude Martel  
CARRIED**

**Motion: To accept the minutes of the January 17, 2005 meeting as amended.**

**Moved by: David Paterson  
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**Motion: That a teleconference be held with a view to enhancing the involvement of CCA at the National Symposium on Counsellor Regulation. The teleconference will include those members of the CCA Board who have an interest in this issue.**

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CARRIED**

**Motion: To change the submission date for 2006 Awards to October 15, 2005.**

**Moved by: Kristine Larson  
Seconded by: Sandra Salesas  
CARRIED**

**Motion: To adjourn the meeting.**

**Moved by David Paterson**

**Summary of Action Items**

<b>Task</b>	<b>Minute Ref.</b>	<b>Task</b>	<b>Date</b>	<b>Resp.</b>
1	3	Document election process	Sep 30, 2005	ED
2	5	Notify Counsellor Educators about the July 15 deadline.	May 31, 2005	ED
3	5	Report on Conference 2007	May 21, 2005	Bruce Bailey
4	5	Teleconference re the National Symposium on Counsellor Regulation	ASAP	
5	5	Prepare document for the Board meeting on Counsellor Regulation	ASAP	
6	6	Prepare explanations on year end finances for AGM	May 26, 2005	ED/ Treasurer
7	6	Letter to Auditor	April 30, 2005	Treasurer