

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

**Saturday, May 21, 2005 – Samedi le 21 mai 2005
8:30 a.m. – 4:30 p.m. - 8h.30 à 16h.30**

Delta St. John's - St. John's NL

Present / Présent: Lorne Flavelle (Chair), David Paterson, Glenn Sheppard, Robert Baudouin, Wayne Clifford, Pat Donihee, Alana Walsh-Giovannini, Marge Winters, Sandra Salesas, Bruce bailey, Gerry Goodine, Mary Butler, Corrine Hendricken-Eldershaw, Barbara MacCallum, Lyse Laframboise (Secretary).

Absent: Kristine Larson, Marie-Claude Martel, Jack Dobbs.

The President welcomed everyone.

1. Agenda / Ordre du jour

The agenda was reviewed.

Motion : To approve the agenda as presented.
Moved by Robert Baudouin. Seconded by David Paterson.

CARRIED

**2. Minutes of the April 18, 2005 Board Meeting /
Procès verbal de la réunion du CA du 18 avril 2005**

Motion: To approve the minutes of the April 18, 2005 Board meeting with corrections to p.5 Conference 2006 dates March 30 to April 3, 2006.
Moved by Robert Baudouin. Seconded by Pat Donihee.

CARRIED

3. Conferences

2004

Marge Winters circulated the Conference 2004 Report. She presented her final financial report and the net profit to CCA is \$7,065.17. She noted that there were more complimentary registration than was foreseen which put additional cost on CCA and the conference organizing committee.

The Conference Organizing Committee recommended that the Board address the issue of complimentary registration.

The Board expressed their thanks to the committee for their recommendation regarding complimentary registrations.

MOTION: That the President on behalf of the Board write a letter to the Conference Organizing Committee thanking them for the report.
Moved by David Paterson. Seconded by Pat Donihee.

CARRIED

MOTION: That conference planning be set as an agenda item with a mandate to be looked at, at the next meeting.
Moved by Robert Baudouin. Seconded by David Paterson.

CARRIED

2005

Alana reported to the Board on the conference.

She introduced the conference program and noted that the registration is over 400.

Pre-conference registration is very healthy and past the break-even point.

Glenn and Alana noted that Lieutenant General Roméo Dallaire has cancelled. Lieutenant Colonel Stephen Grenier will be his replacement.

Lorne thanked Alana and Glenn for their report and hard work.

2006

Barbara noted that the conference in Montreal with ACA will be multilingual, English, French and Spanish. The dates are March 30th to April 3rd.

She added that the early bird registration is open until May 31, 2005. Robin Hayes and Pat Arredondo from ACA are attending our conference in St. John's.

Barbara stated that there is a draft memorandum of understanding with ACA and we are asking for \$30,000 in proceeds from the conference. She added that ACA has been very respectful of CCA's needs.

Barbara will be meeting with Robin Hayes during the conference. The estimated attendance is 4,000 and it will be held at the Palais du Congrès.

2007

Bruce noted that six BC members were delegated to form a conference society, for incorporation. The members of the group are Bruce Bailey, Ed Peck, Mel Loncaric, Jim Browne, Bev Abbey, and Glenn Grigg.

BCACC will cancel their own conference and make this conference their Spring conference.

Bruce noted that it is not feasible to hold the conference in Victoria.

MOTION: That British Columbia would be the site for Conference 2007 and not specifically Victoria as in the motion previously carried.

Moved by David Paterson. Seconded by Bruce Bailey.

CARRIED

MOTION: That the Board approve up to \$2,000 of the \$15,000 seed money to set up the society and steering committee for conference 2007.

Moved by David Paterson, Seconded by Pat Donihee.

CARRIED

National Symposium on Counsellor Regulation

David noted that the symposium will be a 2-day event in Vancouver at which Dr. John Paterson has been invited to speak. He noted that it is important for CCA to be involved in the venue. CCA will encourage people to attend.

Gerry suggested that a member of the Third Party Billing committee attend the Symposium.

David noted that budgetary limitations are preventing the Board from attending.

Glenn suggested that the BC – CCA Directors be named by the Board to represent CCA at the Symposium.

Glenn noted that Quebec is the only regulated province for counsellors. Michel Turcotte is incoming Quebec francophone board member and CCA needs to assure representation from Quebec as a licensed body.

4. E.D. Search / Recherche pour un(e) directeur/directrice général(e)

Lorne noted that the position was advertised and approximately 65 applications were received.

The search committee will meet during the conference. They will make a first selection and set up interviews. The appointment of an Executive Director will be made by July 22, 2005.

**5. Third Party Billing Committee Report /
Rapport du comité pour les paiements aux tiers**

The Third Party Billing committee report was circulated. Gerry spoke on behalf of the committee.

He thanked Pat for her comprehensive report.

Pat spoke to the report and highlighted the strengths, weaknesses, opportunities, and threats.

The committee has requested that budget of \$15,000 be allocated to move the Third Party Billing forward.

It was noted that insurance companies need a demographic picture of who provides counselling services and the rates for the services, etc.

Some research needs to get done to obtain facts when presenting this issue to insurance companies, government, etc.

A brief discussion took place and the Board agreed that the business plan needs to be reviewed by the Finance Committee.

The Board recommended that his item go to the Finance Committee to look at the implications, and that the finance committee returns to the Board with recommendations.

MOTION: That the Board supports the finding of the report by the Third Party Billing Committee and that it be sent to the Finance Committee to look at the implications in a timely fashion.
Moved by Gerry Goodine.

Following a discussion, the following motion was proposed:

MOTION: That the Board supports the findings of the report and that the reserve be used to fund this project subject to review of the implications on the reserve by the Finance Committee.
Moved by David Paterson. Seconded by Gerry Goodine.

CARRIED
9 FOR
1 ABSTENTION
1 AGAINST

The Third Party Billing Committee recommends that Pat Donihee be the consultant on this project.

6. Financial Report / Rapport financier

David noted that the financial report has detailed information. He also reminded the Board that this is a 10 month report.

He added that the membership fees will be increased and the GST implementation will be built within the fee structure. These points will be brought to the AGM for approval.

David reported that we have made robust accounting implementation at the National Office.

Barbara added that there is not a good forecast of our revenues. She is working at producing a better forecasting process for the year.

She has been setting up the finances on a monthly basis.

She will look into negotiating a better credit card rate.

ACTION EXECUTIVE DIRECTOR

Bruce spoke to the fact of how transparent the move to the accounting has been and thanked Barbara for the tremendous work she has done.

MOTION: To set July 1, 2005 as the date when changes to the membership fees and GST implementation take effect, subject to approval from the AGM.
Moved by David Paterson. Seconded by Corrine Hendricken-Eldershaw.

CARRIED

7. PCR Committee Activity / Activités du comité de pcr

Robert noted that the paper on communication strategies was circulated. This item has not moved and the time allotted at this meeting would be to work collectively on communication strategies.

In November, the PCR committee set out to map out what communications we do over a one year period.

This session is a visualization exercise over the course of a year. What type of communication is sent out and received. The objective of this exercise is to know what communications CCA has done and what communications CCA should be doing.

Robert suggested that the information from the exercise be passed on to the new PCR committee.

Initially the task was to be done individually, but the Board members indicated that they would rather do this task in plenary. As a result of discussion, the Board members developed a chart on the various groups to which CCA communicates.

| There was not enough time to complete the task as defined.

8. Membership Analysis Report / Rapport de l'analyse de l'adhésion

Robert spoke to the membership analysis report which was circulated. He highlighted a few points.

He noted that there is confusion as to the work settings and areas of specialization. He presented recommendations as to the limitation of sectors and the areas of specialization.

Lorne congratulated Robert on his excellent work and noted that this was a first step to seeking this type of information from our membership.

Glenn noted that a summarized version of the report be circulated to the members in the summer issue of Cognica. Barbara and Robert will prepare a summarized report.

**ACTION ROBERT &
BARBARA**

9. Ethics Casebook

Glenn gave an update on the revised edition of the ethics casebook. He noted that Bill Schulz is working on this publication. It will be done in a textbook format.

Glenn noted that the Board needs to make sure that Bill is on the same page as they are on this issue.

10. CJC Report / Rapport de la Revue canadienne de counseling

The CJC report was circulated. It was noted that Vivian made some recommendations. The Board reviewed the recommendations.

| The Executive brought to the Board the following motion, with an explanation as to the implications regarding the grant and CJC.

MOTION: That the Board thank the Editor for the report and that the Editor and the Executive Director examine the implications of each of the three choices:

- 1) no change
- 2) CJC online only
- 3) both versions

Moved by Glenn Sheppard. Seconded by David Paterson.

CARRIED

ACTION VIVIAN & BARBARA

11. ChapterUpdate / Mise à jour des chapitres

Pastoral chapter

The Executive recommended that the chapter examine the template for the chapters and that they review their by-laws.

MOTION: To approve the Pastoral Chapter.

Moved by David Paterson. Seconded by Pat Donihee.

CARRIED

LGBTT

Lorne noted that no information received from this group.

Aboriginal

The chapter is hosting their first AGM at this conference.

Barbara noted that she will be meeting with chapter presidents to see if the chapter manual can be restarted.

The chapters will be receiving the full \$10 fee per member and a financial report is sent with the chapter fees.

Robert recommends that the incoming Board carefully study chapter formation.

12. Other Business / Autres sujets

Career Counselling Specialty

Glenn spoke to the history of the career counseling specialty.

MOTION: WHEREAS, the issue of whether or not CCA should establish a post-CCC specialty certificate in career counselling has been on the Board agenda since May, 2000, and;

WHEREAS, in Fall 2002, CCA established a Working Group of 7 highly regarded and experienced CCA career practitioners to study this matter and to provide the Board with direction, and;

WHEREAS, the Working Group, following focus groups, consultation with the Career Development Chapter, a survey, and other

opportunities to consult found significant support for this specialty and recommended its establishment, and;

WHEREAS, the CCA Board has adopted Guidelines for the Establishment of Specialty Certification (Bd Meeting, May, 2004), and;

WHEREAS, a legal consultation resulted in the view that any such certification would not result in liability for CCA members who practiced career counselling without the certificate, since career counselling has long been an aspect of general counselling services (Board meeting November, 2004)

BE IT RESOLVED THAT we forward this longstanding agenda item to the incoming Board as unfinished business.

Moved by David Paterson. Seconded by Gerry Goodine.

CARRIED

Corrine suggested that a message regarding this issue be brought back to the career counselling chapter.

MOTION: To thank Lorne for his excellent leadership and hard work as CCA President.

Moved by David Paterson. Seconded by Pat Donihee.

CARRIED

13. Adjournment / Levée de la réunion

MOTION: To adjourn the meeting.

Moved by Alana.

CARRIED

President

06/10/05

SUMMARY OF MOTIONS

- **Motion :** To approve the agenda as presented.
Moved by Robert Baudouin. Seconded by David Paterson.
Carried

- **Motion:** To approve the minutes of the April 18, 2005 Board meeting with corrections to p.5 Conference 2006 dates March 30 to April 3, 2006.
Moved by Robert Baudouin. Seconded by Pat Donihee.
Carried

- **Motion:** That the President on behalf of the Board write a letter to the Conference Organizing Committee thanking them for the report.
Moved by David Paterson. Seconded by Pat Donihee.
Carried

- **Motion:** That conference planning be set as an agenda item with a mandate to be looked at, at the next meeting.
Moved by Robert Baudouin. Seconded by David Paterson.
Carried

- **Motion:** That British Columbia would be the site for Conference 2007 and not specifically Victoria as in the motion previously carried.
Moved by David Paterson. Seconded by Bruce Bailey.
Carried

- **Motion:** That the Board approve up to \$2,000 of the \$15,000 seed money to set up the society and steering committee for conference 2007.
Moved by David Paterson, Seconded by Pat Donihee.
Carried

- **Motion:** That the Board supports the finding of the report by the Third Party Billing Committee and that it be sent to the Finance Committee to look at the implications in a timely fashion.
Moved by Gerry Goodine.

- **Motion:** That the Board supports the findings of the report and that the reserve be used to fund this project subject to review of the implications on the reserve by the Finance Committee.
Moved by David Paterson. Seconded by Gerry Goodine.
Carried
9 For
1 Abstention
1 Against

- **Motion:** To set July 1, 2005 as the date when changes to the membership fees and GST implementation take effect, subject to approval from the AGM.
Moved by David Paterson. Seconded by Corrine Hendricken-Eldershaw.
Carried

- **Motion:** That the Board thank the Editor for the report and that the Editor and the Executive Director examine the implications of each of the three choices:
 - 1) no change
 - 2) CJC online only
 - 3) both versionsMoved by Glenn Sheppard. Seconded by David Paterson.
Carried

- **Motion:** To approve the Pastoral Chapter.
Moved by David Paterson. Seconded by Pat Donihee.
Carried

- **Motion:** WHEREAS, the issue of whether or not CCA should establish a post-CCC specialty certificate in career counselling has been on the Board agenda since May, 2000, and;

WHEREAS, in Fall 2002, CCA established a Working Group of 7 highly regarded and experienced CCA career practitioners to study this matter and to provide the Board with direction, and;

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WHEREAS, the CCA Board has adopted Guidelines for the Establishment of Specialty Certification (Board Meeting, May, 2004), and;

WHEREAS, a legal consultation resulted in the view that any such certification would not result in liability for CCA members who practiced career counselling without the certificate, since career counselling has long been an aspect of general counselling services (Board meeting November, 2004)

BE IT RESOLVED THAT we forward this longstanding agenda item to the incoming Board as unfinished business.

Moved by David Paterson. Seconded by Gerry Goodine.

Carried

- **Motion:** To thank Lorne for his excellent leadership and hard work as CCA President.
Moved by David Paterson. Seconded by Pat Donihee.

Carried

- **Motion:** To adjourn the meeting.
Moved by Alana.

Carried

Task List

- the Editor and the Executive Director examine the implications of each of the three choices:
 - 1) no change
 - 2) CJC online only
 - 3) both versions

Action Barbara & Vivian

- She will look into negotiating a better credit card rate.

Action Executive Director

- A summarized version of the membership analysis report will be circulated to the members in the summer issue of Cognica. Barbara and Robert will prepare a summarized report.

Action Robert & Barbara