

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

**Tuesday, May 24, 2005 – Mardi le 24 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: David Paterson (Chair), Lorne Flavelle, Maria De Cicco, Réal Leclerc, Janice Tester, Maxine MacMillan, Lynda Younghusband, Lorna Martin, Michel Turcotte, Bruce Bailey, Lorelee Warren, Connie Gerwing, Hope Wojcik, Mona Chevalier, Mary Butler, Corrine Hendricken-Eldershaw, Barbara MacCallum, Lyse Laframboise (Secretary).

David welcomed everyone.

David reviewed the day's activities – composition and mandate of the committees and the committee tasks.

He noted that committees are a vehicle of the Board to look at specific policy and direction and bring back recommendations to the Board.

1. Agenda / Ordre du jour

MOTION : To approve the agenda as presented.

Moved by Bruce Bailey. Seconded by Lorelee Warren.

CARRIED

2. Conflict of Interest / Conflit d'intérêt

There was no declaration of conflict of interest.

3a. Committee Mandates / Mandats des comité

Following the group work, the committees reported on their mandates and priorities for the next 100 days.

Certification Advisory Committee

The certification advisory committee composition will remain as such:

Accreditation Chair or designate
CE Chapter President or designate
Registrar
One Board member

The members of the committee are ex-officio members. The terms of reference and mandate remain the same.

Accreditation

The committee will be comprised of two co-chairs, Dr. Sharon Robertson and Dr. Bill Borgen, and two members at large.

The terms of reference, and mandate remains the same.

Advocacy, Sustainability and Liaison

The mandate for this committee is to create proposals and recommendations to the Board of Directors pertaining to:

- the vital role of the third party billing status to the professionalism, credibility and accessibility
- the feasibility of promoting a membership-based speakers bureau and resource centre for research-based information, workshops, and position papers
- the importance of balanced liaison/partnerships/affiliation.

Specifically, within the next 100 days, the ASL committee will deliver to the Board:

- a survey of membership for areas of expertise in counselling related areas to build a bank of fee-for-service for writers, speakers, workshop facilitators, mediators, etc.
- create a process for coordinating available services
- combine ASL queries into a single survey of members
- based on membership profile report, determine through gap analysis, the areas in which CCA may seek additional liaisons
 - task provincial/territorial directors to scan their jurisdictions (who are / are not members ... why?)
 - task members with skill/expertise in grant-writing / proposal writing
- create criteria for consideration of potential liaison groups to inform ASL **prior to** liaison work re: impact of affiliate groups on funding/financial viability

Action Plan

<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>Sept.</u>	<u>Oct.</u>	<u>Nov.</u>
Planning session	- request to directors for information - grant search - grant writer search	Directors' report back to ASL	Liaise with associated committees (e.g. finance, membership)	Draft Interim report	Tele-conference: Interim report	Report of findings and recommendations

Next steps

- criteria for speakers/writers
- criteria for adjudicators
- fee structure planning
- advertising

A discussion took place regarding the name of this committee. This issue will be looked at by the committee with input from other Board members.

Certification

Michel Turcotte gave a verbal overview of their activities.

The committee will be in the information mode for the summer. It will also look at the career counsellor specialty. This committee will also look at the issue of mature applicants.

Plan d'action pour l'année 2005-2006 / Action Plan for 2005-2006

Item	Date d'échéance / Date due
<p>La première priorité des membres du comité sera de consulter les documents et les enjeux déjà identifiés et disponibles à l'ACC par rapport à la certification, notamment :</p> <ol style="list-style-type: none"> 1. Candidats matures 2. Absence pour une année pour raisons médicales ou autres 3. Aligner les exigences du CCC avec celles des contrats d'agrément avec les universités 4. Certification pour les praticiens en développement de carrière (dans la catégorie B) <p>The first priority of the committee members will be to review the documents and what is at stake and what is available to CCA in regards to certification, notably:</p> <ol style="list-style-type: none"> 1. Mature candidates 2. Absentism for one year for medical reasons or other 3. Align the CCC requirements with those of the universities 4. Certification for practitioners in career development (in category B) 	<p>Juillet- août 2005 / July-August 2005</p>
<p>Consulter d'autres sources de renseignements, notamment :</p> <ul style="list-style-type: none"> • American Counseling Association • National Career Development Association • Ordre des conseillers d'orientation et des psychoéducateurs du Québec • National Board of Certified Counsellors <p>Consult other sources of information, such as:</p> <ul style="list-style-type: none"> • American Counseling Association • National Career Development Association • Ordre des conseillers d'orientation et des psychoéducateurs du Québec • National Board of Certified Counsellors 	<p>Juillet-août 2005 / July-August 2005</p>
<p>Développer une proposition pour les items 1, 2 , 3 pour le Conseil d'administration Develop a proposal for items 1, 2, 3 for the Board.</p>	<p>D'ici novembre 2005 / Now until November 2005</p>
<p>Développer une proposition pour l'item 4 pour le Conseil d'administration Develop a proposal for item 4 for the Board.</p>	<p>D'ici mars 2006 / Now until March 2006</p>

Membership Services

Mandate:

- to advise the CCA Board with respect to membership services on the following retention, renewal, recruitment
- to provide recommendations to the Board with regards to membership services

The Membership Services committee indicated that they would like to find out what the members value most about their CCA membership and what else they would like to see. This would be done by asking two questions in the next issue of Cognica.

ACTION MARIA DE CICCO

Policy Development

This committee will work at collecting data and standardize the look where policy roles exist.

Barbara suggested that she on behalf of the Board do the leg work on policy development.

ACTION BARBARA

Finance & Strategic Planning

Mandate

- to look at the reserve policy
- prepare a budget – money matters affecting the budget would go to the finance committee
- do a unit cost analysis per member

ACTION BARBARA

Barbara noted that the committees viewing expenses for the next budget year, send the information to the finance committee by October for input into next years budget preparation.

ACTION COMMITTEES

Ethics

Corrine noted that the committee members will hold a teleconference in June/July to determine what are the needs for the next year. They will prepare recommendations for the November Board meeting.

Ad Hoc Committee on Awards

The committee will oversee the awards process for March 2006.

Ad Hoc Committee on Counsellor Regulation

This committee will collect and circulate information regarding counselor regulation.

MOTION: that the Board approves the committee mandates as presented.
Moved by Lorelee Warren. Seconded by Michel Turcotte.

Following a discussion, a friendly amendment was made to the motion.

MOTION: that the Board approves the mandates of all the committees as presented.
Moved by Lorelee Warren. Seconded by Michel Turcotte.

CARRIED

3b. Committees Composition / Composition des comités

Standing Committees

Appeals

The members of the appeals committee are by position, the President, President-Elect, and the Past President.

Personnel

The personnel committee is comprised of the CCA President (Chair), President-Elect, and one Board member.

Board Committees

Ethics

Corrine Hendricken-Eldershaw (Chair)
Dr. Ron Lehr
Alana Walsh-Giovannini
Dr. David Smith

Finance & Strategic Planning

Bruce Bailey (Chair)
Connie Gerwing
Barbara as Executive Director (ex-officio)
David as President

Certification

Michel Turcotte (Chair)

Loralee Warren
Three (3) ex-officio members – CCA President
CACEP co-chair
Registrar

Membership Services

Maria De Cicco (Chair)	Mona Chevalier
Maxine MacMillan	Hope Wojcik
Janice Tester	Lynda Younghusband

Advocacy, Sustainability and Liaison

Lorne Flavelle (Chair)
Mary Butler
Lorna Martin
Réal Leclerc

AD HOC Committee on Awards

David Paterson (Chair)
Hope Wojcik
Loralee Warren

Ad Hoc Committee on Counsellor Regulation

David Paterson (Chair)
Bruce Bailey
Corrine Hendricken-Eldershaw
Michel Turcotte

Ad Hoc Third Party Billing

Gerry Goodine (Chair)
Lucy MacDonald
Roberta Neault

4. Receipt of Recommendations / Réception des recommandations

a. Career Counsellor Specialty

David reviewed the motion approved at the outgoing Board meeting.

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 (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 receive the report of motion approval at the outgoing Board meeting.

Moved by Maria De Cicco. Seconded by Michel Turcotte.

CARRIED

5. New Business / Nouveaux sujets

a. Ethics Committee

Motion: that the Board examine the feasibility of appointing an advisor to the Ethics Committee.

Moved by Corrine Hendricken-Eldershaw. Seconded by Bruce Bailey.

Following a brief discussion, the motion was amended as follows:

Motion: that the Board examine the feasibility of appointing Dr. Glenn Sheppard as advisor to the Ethics Committee for ongoing consultations for 2005-2007.

Moved by Corrine Hendricken-Eldershaw. Seconded by Bruce Bailey.

Carried

b. Third Party Billing

A discussion took place regarding the Third Party Billing Committee report. There was consensus that we need to move forward with this issue subject to review of the financial implications by the Finance Committee.

Barbara indicated that the money for this project will be coming from the reserve as the operating budget does not have any allocation for this activity. She suggested that the Board consider the report and that a teleconference be convened at the end of June to discuss this issue and the action the Board intends to take.

c. Board Meeting / National Symposium

Barbara will look at the feasibility from a financial stand point regarding having the November Board meeting in Vancouver in conjunction with the National Symposium on Counsellor Regulation which is scheduled for November 21-22, 2005.

d. Advocacy, Sustainability and Liaison

The members of the Board were asked to e-mail Lorna if they have any suggestions for a name change for the committee.

MOTION: to thank Barbara and Lyse for all the excellent support to the Board.
Moved by Maxine MacMillan. Seconded by Connie Gerwing.

CARRIED

6. Adjournment / Levée de la réunion

MOTION: to adjourn.
Moved by Corrine Hendricken-Eldershaw.

CARRIED

President

06/10/05

SUMMARY OF MOTIONS

Motion : To approve the agenda as presented.

**Moved by Bruce Bailey. Seconded by Lorelee Warren.
Carried**

Motion: that the Board approves the mandates of all the committees as presented.

**Moved by Lorelee Warren. Seconded by Michel Turcotte.
Carried**

Motion : to receive the report of motion approval at the outgoing Board meeting.

**Moved by Maria De Cicco. Seconded by Michel Turcotte.
Carried**

Motion: that the Board examine the feasibility of appointing Dr. Glenn Sheppard as advisor to the Ethics Committee for ongoing consultations for 2005-2007.

**Moved by Corrine Hendricken-Eldershaw. Seconded by Bruce
Bailey.**

Carried

Motion: to thank Barbara and Lyse for all the excellent support to the Board.

**Moved by Maxine MacMillan. Seconded by Connie Gerwing.
Carried**

Motion: to adjourn.

Moved by Corrine Hendricken-Eldershaw.

Carried

Tasks List

- Barbara suggested that she on behalf of the Board do the leg work on policy development.
Action Barbara
- do a unit cost analysis per member
Action Barbara
- Barbara noted that the committees viewing expenses for the next budget year, send the information to the finance committee by October for input into next years budget preparation.
Action Committees

- prepare questions to be asked about member services in Cognica
Action Maria De Cicco