

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

**Wednesday, October 5, 2005 – Mercredi le 5 octobre 2005  
5:30 p.m. – 7:05 p.m. - 17h.30 à 19h.05  
(Ottawa)**

**Teleconference**

**Present / Présent:** David Paterson (Chair), Lorne Flavelle, Maria De Cicco, Réal Leclerc, Janice Tester, Maxine MacMillan, Lynda Younghusband, Lorna Martin, Michel Turcotte, Bruce Bailey, Connie Gerwing, Hope Wojcik, Mona Chevalier, Corrine Hendricken-Eldershaw, Barbara MacCallum (Secretary).

**Regrets:** Loralee Warren

David Paterson welcomed everyone.

David noted that the National Office had just learned that due to illness Lyse Laframboise will be away from the office until the first week of January. He and the board wished Lyse well in her recovery.

**1. Agenda / Ordre du jour**

**MOTION:** To approve the agenda as presented.

**Moved by Lorne Flavelle. Seconded by Connie Gerwing.**

**CARRIED**

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

The following correction was noted:

Page 2, Conference 2005, last sentence should read

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

**MOTION:** To accept the minutes of the May 21, 2005 Board meeting as amended as accurately reflecting the discussions and decisions of the Board.

**Moved by Corrine Hendricken-Eldershaw. Seconded by Lorne Flavelle.**

**CARRIED**

The following correction was noted:

Page 9, item c., “schedule” should be “scheduled.”

Page 6, item 3.b., John Stewart is a member of the Certification committee.

**MOTION:** To accept the minutes of the May 24, 2005 Board meeting as amended as accurately reflecting the discussions and decisions of the Board.

**Moved by Hope Wojcik. Seconded by Janice Tester.**

**CARRIED**

**3. Conflict of Interest / Conflit d'intérêt**

No one on the board declared a conflict of interest.

**4. Conferences / Les congrès**

**2006 – Montreal**

- David asked Barb, Lorne and Maria to report on their various activities.
- Barb indicated that the major activities currently involved finalizing and translating the Advance Registration Bulletin (ARB) that will go out with the Fall Cognica.
- she also indicated that all financial aspects of Canadian registrations are being handled by the National Office.
- there had been some confusion by ACA on this and some people had been charged in U.S. funds.
- this has now been corrected and all people involved have received a refund.
- Lorne reported that the program committee had been very active and he thanked the members for their hard work.
- he indicated that some people have been inquiring about sending in proposals and he has had to tell them that the deadline is passed.
- Lorne indicated that the local committee would be turning to social events next.
- he also indicated that people might want to look at the Bed and Breakfasts near the conference venue.
- Michel asked for clarification on Canadian registration procedures.
- Barb indicated that Canadians can only register via fax or mail.
- if they are ACA members they can register online.

**2007 – Vancouver**

- Bruce Bailey indicated that plans were well underway and everything was going very well.
- all committees have been established.
- committees were based on the Conference planning guide written by Vivian Lalande. This has been a great help.
- Irving Yalom has been confirmed as the keynote speaker.
- the venue will be the Coast Plaza Hotel.
- Dates: Pre-conference: May 22, 2007, Conference May 23-26, 2007
- Planning for 600 but break-even has been budgeted at 350.

- will be a joint BCACC conference which means that there is a large pool of attendees to draw from.
- Norm Amundson has agreed to coordinate the Call for Proposals.
- theme is “Connecting with our Clients”.
- Barb indicated that the Memorandum of Understanding has been signed and thanked Bruce for expediting this.

### **2008 – 2009**

- David indicated that our attention needs to turn to picking a location for 2008 and 2009.
- he understands that there is some interest from New Brunswick.
- Réal Leclerc confirmed that there will be a proposal from a committee for Moncton in 2008. This will come to the November Board meeting.
- David asked for other board members to consider locations for 2008 and 2009.
- Maria suggested that Saskatchewan consider hosting a conference.
- Connie Gerwing indicated that she would see if she could gain enough support.

### **National Symposium on Counsellor Regulation**

- David indicated that many of the Board members were going to be able to attend the symposium.
- there has not yet been an agenda circulated.
- Barb indicated that she would be providing hotel details later in October.
- Connie noted that a document has been circulated which is a summary of the activities toward regulation in each of the provinces.
- it is currently being reviewed by those who provided input.
- Michel asked why there was no input from Ontario.
- Barb indicated that she had received a copy of the questions for Ontario, about 10 days ago and had been asked to turnaround answers within 3 hours.
- she had done this but has not heard anything since.
- it is possible they arrived after the document was distributed.
- she asked Corrine to forward a copy of the document if possible.

### **Ontario Coalition**

- David asked Barb to report on the Ontario Coalition activities.
- Barb indicated that this has been a very busy period for Ontario.
- several meetings have been held to prepare for the HPRAC consultations.
- CCA presented to the HPRAC Consultation on September 27.
- Dr. Pierre Turgeon presented on behalf of CCA.
- the consultation board allowed CCA 15 minutes of presentation and then asked questions for 45 minutes.
- Barb has asked for a transcript of the session and will post this on the website when it has been received.

5. **Nova Scotia Director / Directeur Nouvelle-Écosse**

- David indicated that he has consulted widely and with NSAPC and he would like to put forward Ron Lehr's name for Nova Scotia Director.
- David indicated that he wanted to go on record as being a friend of Ron's but that this had not influenced his recommendation.
- Lorne indicated that Ron has been a director before so he would be able to come up to speed very quickly.
- Lynda Younghusband indicated that Ron has a proven track record with CCA.

**MOTION:** That Ron Lehr be appointed as the Director for Nova Scotia for the period October 2005 to May 2007.

**Moved by Lorne Flavelle. Seconded by Lynda Younghusband**

**CARRIED**

6. **CCA Procedures for Processing Complaints of Ethical Violations**

- Lorne noted that it was important to consider this motion as Ethical Complaints need to be processed within a certain timeframe and the three presidents may not always be available.
- Lorna asked if there was a process for selecting the designates.
- David noted that in the past when a designate did have to be appointed, it had been assumed that the presidents' judgment would be sufficient for the appointment.
- he was not sure that a process needed to be established.
- Lorna noted that establishing a process might save time when the situation occurred.
- it was decided to note that a process should be documented but the motion could be passed as is.

**WHEREAS** the CCA PROCEDURES FOR PROCESSING COMPLAINTS OF ETHICAL VIOLATIONS is a new policy (Approved on May 24, 2003 and amended on November 27, 2004); and

**WHEREAS** the APPEALS PROCEDURES contained in this policy have been successfully undertaken twice giving CCA the opportunity to analyze potential expediencies in the process; and

**WHEREAS** the number of appeals is directly tied to the number of Ethics Committee decisions which have the potential over time to over-burden the abilities of the president, past president and president-elect to address the time-limited process;

**THEREFORE BE IT RESOLVED THAT** Section F of the CCA PROCEDURES FOR PROCESSING COMPLAINTS OF ETHICAL VIOLATIONS be amended from:

A three (3) member Appeal Committee is established, composed of the President, President-Elect and Past-President of CCA to:

A three (3) member Appeal Committee is established, composed of the President (or his/her designate), President-Elect (or his/her designate) and Past-President of CCA (or his/her designate)

**Moved by Maria De Cicco. Seconded by Réal LeClerc**

**CARRIED**

7. **Transition Board Meetings**

- David noted that transition board meetings could cost as much as \$35,000 and that conference proceeds may only be \$10,000.
- Connie noted that she was in favour of the motion, but that care had to be taken to ensure that knowledge was transitioned from one board to the next.
- Janice indicated that although she had been in favour of the manner in which the transition happened in St. John's she did understand the cost issues and supported the motion.

**WHEREAS** the cost of governance is a matter of importance to the Board; and

**WHEREAS** the greatest expense of governance is in Board meetings; and

**WHEREAS** the most expensive Board meetings are those in which an incoming and outgoing board are scheduled to meet separately and together at the same venue,

**THEREFORE BE IT RESOLVED THAT** outgoing CCA boards will meet in the Fall and govern by teleconference (as necessary) leading up to the conference. Incoming Boards will begin their mandate and meet for the first time corresponding to the conference in the spring. There will be no "transitional" meeting with both boards in attendance.

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

**CARRIED**

## 8. Election Process

- David indicated that 3.4.7 was required to ensure continuity of the Board.
- the following clauses were also submitted but the Executive felt that these clauses could be too costly to implement.
  - 3.4.8 When a Director is unable for any reason to act, the Board of Directors must appoint another individual to act in the place of the Director until such time as an election may be held.
  - 3.4.9 Where the office of a Director becomes vacant for any reason in the last twelve months of the Director's term of office, the Board of Directors may resolve not to hold an election to fill the vacancy for the balance of the term.
- Lorne added that with respect to the last two boards that there had been a fair amount of transition due to health and work issues.
- elections would not allow the board to move quickly and could add an extra burden to the National Office.
- Lorna indicated that she was in complete agreement but felt that the process needed to be discussed.
- she had full confidence in the methods used by the board.

**MOTION:** To recommend at the next AGM that the by-law's be amended to add a new section 3.4.7 as note below:

### **3.4 Election process**

- 3.4.1 The Directors representing each province on the Board shall be elected by mail ballot or acclamation among full, honorary, student, and retired members within each province.
- 3.4.2 The election will take place before the annual meeting in odd numbered years of the General Assembly.
- 3.4.3 The Director's term of office shall be for two years from the Annual General Meeting at which time they are elected or appointed by the Board if there is no election.
- 3.4.4 A Director may be re-elected to serve a second consecutive term. After two consecutive terms as Director, a member may stand for election to the Board following a minimum of a two year absence.
- 3.4.5 A provincial director having served as the representative of one province may upon a change of employment to another province serve as the provincial director for the latter province immediately upon ceasing service as the representative of the former.
- 3.4.6 When a Director is appointed to replace a board member, this Director will complete the replacement period. He/she will then be eligible for nominations and election for a new 2-year mandate.
- 3.4.7 The Board of Directors is deemed to continue to exist at all times despite any change in its Board membership and may take up and**

**carry on to complete all reports, proceedings and other matters under consideration prior to an interim appointment or election.**

**Moved by Maxine MacMillan. Seconded by Mona Chevalier**

**CARRIED**

**9. Yorkville**

- David indicated that the board was being kept up-to-date on the developments on this issue.
- Barb stressed the importance of using the phrase Solicitor Client Privilege in all correspondence and also that board members not have conversations that are not witnessed by our lawyer.
- Cognica will have a notice in it.

**10. Board Committees / Les comités**

**Advocacy, Sustainability Liaison Committee – Lorna Martin**

- Lorna indicated that the committee had not received the volume of responses that they had hoped for but believed that they had tried to take too many giant steps when perhaps baby steps were needed.
- she indicated that she would be putting forth a proposal for a process of how to select members who are willing to be part of a Speakers Bureau and develop papers for distribution.
- she has developed a document that has been circulated to committee members and will be reporting in November.

**Certification Committee – Michel Turcotte**

- this committee has not yet met.
- Michel spent the summer understanding the issues and will be circulating a document to the committee in October for consideration.
- he will have a report for the November board meeting.

**Finance Committee – Bruce Bailey**

- Bruce indicated that he has written a message for Cognica.
- he continues to be concerned about the affiliation costs and the unfunded liabilities being incurred e.g. issue like Yorkville.
- Barb indicated that the shortfall could be 16-20K this year, but she has not yet factored Lyse's salary implications into this.
- she will be providing a quarterly report in November.
- Bruce reiterated how pleased he was with the state of the bookkeeping and the finances.

**Membership Services – Maria De Cicco**

- Maria indicated that this committee had been working on the following:

- **Membership Survey**
  - this was distributed with the summer Cognica.
  - 80 were received by the due date.
  - Barb compiled the results and sent them to the Membership Committee for review.
  - another report will be done with the additional surveys received after the due date.
  - the results are not statistically valid but there is enough anecdotal data to look at trends.
  - the comments provided were also useful.
  - a full report will be provided for the November board meeting.
- **Special Edition Student Newsletter**
  - the English version is almost completed and is being translated by Janice Tester.
  - Maria thanked her team for all of their hard work on this.
  - the committee is very pleased with the results.
  - Maria asked if those board members who have contacts at Francophone schools could obtain quotes from students.
  - this would be preferable rather than translating the English quotes.
  - once the newsletter is complete it will be distributed in PDF format with a letter to Counsellor Educators asking them to print the newsletter and distribute.
  - CCA will also obtain quotes on printing the newsletter.
- **Cognica**
  - there is a desire to rename Cognica.
  - some ideas have already been submitted.
  - Maria indicated that the committee will brainstorm names and then circulate them to the board for feedback.
  - the Editorial Committee could also use additional resources.
  - Maxine indicated that she would be willing to become part of the committee.
  - anyone else interested should contact Barb.
  - we would also like a student representative on the committee.
  - Mona indicated that she might have a student who is interested.

#### **Awards Committee – Hope Wojcik for Lorelee Warren**

- Hope reported that the Awards Committee has been active in recruiting Chairs for the various awards.
- Barb encouraged directors to contact those that they knew were interested in the awards as the deadline is fast approaching.

### **11. Director Reports**

#### **Quebec Anglophone – Janice Tester**



- Janice indicated that she had distributed emails to her membership via the Quebec Anglophone list-serv and had been pleasantly surprised with the response from individuals.
- she has been encouraging people to register for the conference via the list-serv.
- she has also been responding to questions from individuals re membership.
- she has been in contact with the Student Reps and keeping them in the loop vis à vis CCA activities.

#### **New Brunswick Anglophone – Maxine MacMillan**

- has been in contact with the University of New Brunswick and will be speaking to the counselling class on October 11.
- has been in constant contact with the President of the Atlantic Chapter and Pat Donihee.

#### **Prince Edward Island – Corrine Hendricken-Eldershaw**

- has just completed the Emotion Focused workshop.
- this is the third year that this has occurred and all went well.
- was very involved in completing the PEI Framework along with DOE, and the PEI Counselling Association.
- Corrine is now ex-officio on the board of this association.
- *very* busy with Ethics Committee work.

#### **Ontario Anglophone – Hope Wojcik**

- has been liaising with the University of Ottawa and St. Paul's professors and hopes to have the name of student for University of Ottawa soon.
- Hope and Mona are collaborating on a letter for their members.

#### **Newfoundland – Lynda Younghusband**

- has been liaising with student rep.
- will have a booth at the NLCPA Conference on October 18.
- she has received the materials she needed from the National Office.
- sent letters of welcome to all of the counselling students.
- met with the students in class.
- Corrine offered congratulations to Lynda who recently completed her thesis defense and has been awarded her Ph.D.

### **12. CCA Logo**

- David indicated that he would like to have the CCA logo changed to remove the CCACC from the centre.
- CCA is becoming known as CCACC and this is not desirable.
- he asked members of the board to think about this and then he would ask for feedback at the next meeting.

13. **Next Meeting**

- the next meeting is scheduled for November 2, 2005 at 5:30 p.m. Ottawa time.
- David asked for feedback from Board Members as to whether this meeting will be require prior to the face to face meeting in November in Vancouver.

14. **Adjournment / Levée de la réunion**

**MOTION:** To adjourn the meeting.

**Moved by Lorne Flavelle**

**CARRIED**

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President

## SUMMARY OF MOTIONS

**MOTION:** To approve the agenda as presented.

**Moved by Lorne Flavelle. Seconded by Connie Gerwing.**

**CARRIED**

**MOTION:** To accept the minutes of the May 21, 2005 Board meeting amended as accurately reflecting the discussions and decisions of the Board.

**Moved by Corrine Hendricken-Eldershaw. Seconded by Lorne Flavelle.**

**CARRIED**

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**MOTION:** That Ron Lehr be appointed as the Director for Nova Scotia for the period October 2005 to May 2007.

**Moved by Lorne Flavelle. Seconded by Lynda Younghusband**

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**Moved by Maria De Cicco. Seconded by Réal LeClerc**

**CARRIED**

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**Moved by Maxine MacMillan. Seconded by Mona Chevalier**

**CARRIED**

**TO DO LIST**

<b>Agenda Reference</b>	<b>Item</b>	<b>Responsibility</b>
4.	Send suggestions for conference locations for 2008 and 2009 to David	All Board Members
4.	If possible, send copy of Regulation Framework document to National Office	Corrine Hendricken-Eldershaw
10.	Maria asked if those board members who have contacts at Francophone schools could obtain quotes from students and send them to her as soon as possible.	Mona, Michel, Lorna, Réal
10.	Contact Barb MacCallum if you wish to be part of the Cognica Editorial Committee or know someone who does.	All Board Members
10.	Remind members about deadline for Awards – October 15, 2005.	All Board Members