

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

**Sunday, November 20, 2005 – Dimanche le 20 novembre 2005
9:00 a.m. – 5:00 p.m. - 9h.00 à 17h.00
(Coast Plaza Hotel, Vancouver, BC)**

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, Lorelee Warren, Ron Lehr, Corrine Hendricken-Eldershaw, Barbara MacCallum (Secretary).

Welcome / Bienvenue

The President, David Paterson, welcomed everyone and thanked them for volunteering to meet for one day in order to accommodate attendance at the Symposium.

David Paterson also welcomed Dr. Ron Lehr (Nova Scotia Director) to the board and asked everyone to introduce themselves to Ron.

1. Agenda

1. Approval of Agenda
2. Conflict of Interest
3. Acceptance of Minutes
4. Conferences
5. Financial Report
6. CCA Logo
7. Lifetime Membership
8. Third Party Billing
9. Yorkville
10. Committee Reports
11. Cognica Editorial Committee
12. Director Updates including Chapter Updates
13. Strategic Plan
14. Other Business
15. Next Meeting
16. Adjournment

Approval of the Agenda / Acceptation de l'ordre du jour

Motion: To approve the agenda.

**Moved by Maria De Cicco. Seconded by Réal Leclerc.
CARRIED**

2. **Conflict of Interest**

- All attendees confirmed that they did not have a conflict of interest with regard to any of the agenda items with the exception of Réal Leclerc who indicated that since he was on the 2008 Conference Committee he would not be voting on any matters relating to Conference 2008.

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

Motion: To accept the minutes of the October 5, 2005 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Lorne Flavelle. Seconded by Bruce Bailey.
CARRIED**

4. **Conferences**

2005 – St. John's

- David Paterson noted that St. John's was a splendid event and that thanks had been conveyed to the organizing committee.
- Barb MacCallum reported that the St. John's financial statement was still being prepared.
- the preliminary revenue over expense that would be allocated to CCA would be approximately \$7,000.
- the committee will be encouraged to submit the report as soon as possible i.e. for the next board teleconference.

Motion: To thank the organizers of Conference 2005 for a tremendous conference and their hard work.

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

2006 - Montreal

- David Paterson indicated that the board needs to understand that this conference will be quite different than other CCA conferences.
- while we have worked very hard to make this a conference where CCA is a full partner, in practicality, it is a difficult because of the relative sizes of ACA and CCA.
- ACA is absolutely trying to embrace us as an equal partner but the logistics are at times quite difficult.
- due to its size and complexity some of the familiar features of a CCA conference may not be present.
- however, the scope and networking opportunities at this conference will be incredible and members need to understand this.
- Barb MacCallum presented the conference material and outlined some of the challenges of organizing the conference.
- Lorna Martin asked if ASL services will be available.
- Barb MacCallum indicated that she will check with ACA on this matter.
- a question was also asked with regard to whether GST was included in the prices.

- GST was included in the prices.
- Barb MacCallum also outlined the hotel locations and the significance of the ACA headquarter hotel and the CCA headquarter hotel.
- Lorne Flavelle outlined some of the activities of the local committee.
- major activities will revolve around providing bilingual support at the registration desk and information booths during the conference.
- Lorne Flavelle also indicated that the program committee had worked very hard during the summer to adjudicate the proposals submitted.
- it was a difficult task as there were many more proposals than session slots.
- Lorne Flavelle attended OSCA to promote the conference.
- Lorne Flavelle indicated that board members should consider bed and breakfasts as there are a number of them available at reasonable costs.
- the Order, in particular Michel Turcotte, has been a great partner in advertising the conference.
- QCA will be a major source of the volunteers.
- David Paterson outlined a concern that had developed in that normally the local organizing committee is the beneficiary of some financial proceeds from the conference.
- this local committee is not in the same position due to the nature of the conference.
- CCA will be receiving 30,000 for its participation but given the involvement of the National Office and translation issues this actually will not put CCA in much more than a breakeven position for this conference.
- however, the local committee should receive some acknowledgement of their contribution.

Motion: To advance \$1,000 to CCA's affiliate QCA as an honorarium to show CCA's appreciation for their assistance in planning Conference 2006.

Moved by Ron Lehr. Seconded by Loralee Warren

CARRIED

Yes 13

Abstentions 3

2007 - Vancouver

- Bruce Bailey indicated that the planning is going well.
- the conference will be held May 23-27, 2007.
- all committee chairs are in place.
- the Lalande document is being used for planning purposes.
- an addition to this model is a Bilingualism Committee to ensure that both official languages are well represented.
- ASL will be looked into.
- Yalom has been selected and secured as one of the keynote speakers.
- Bruce Bailey has arranged for a tour of the Coast Plaza Hotel for the board today.
- breakeven has been set for 350 attendees but 600 are expected.
- MOU has been signed. There is a 70-30 split between CCA and BCACC.

- a professional graphic designer has been engaged and several logos have been designed.
- one of the logos should be selected soon.
- a contract is in place with a translator.
- Bruce Bailey reported that CCA and BCACC have a great working relationship.
- Mona Chevalier raised the issue that the Feminist Chapter has asked for more input into suggesting Keynote Speakers for conferences.
- Lorne Flavelle indicated that we need to find a way to get Chapters more involved.
- Barb MacCallum suggested that we start promoting conferences earlier on the list-serv and send out information about how people can input their suggestions.
- Barb MacCallum will also raise this issue with the Chapter Presidents on the next call which is scheduled for November 30, 2005.
- Lorelee Warren also indicated that the Pastoral Chapter was asking about holding an event at the Conference.
- Barb MacCallum indicated that all Chapters had been asked for this information for several months.
- Lorna thought that the Pastoral Chapter may be looking for an opportunity to have an area where they could meet to open and close the day in prayer.
- Barb MacCallum indicated that she would investigate this possibility.

2008 - Moncton

- CCA has received a proposal from Moncton.
- David Paterson asked Réal Leclerc to speak on behalf of the conference committee.
- the committee is a combination of representation from AFCONB and NBCDAG.
- the Delta Beausejour would be the venue but this could change as a new conference facility is being built and may be ready for the conference.
- facility could accommodate 500-600 people.
- David Paterson indicated that the executive has reviewed the proposal and is recommending its acceptance.
- David Paterson suggested that the board receive the report and propose a motion to approve the conference in Moncton.
- the MOU will not be signed at this time as the conference organizers need to incorporate before the MOU can be signed.
- Réal Leclerc indicated that the committee is very open to suggestions for additions to its organizing committee.
- it was suggested that the New Brunswick Professional Counsellors Association should be approached through Dr. Pat Donihee.
- Maxine MacMillan indicated that the Atlantic Chapter may like to be involved, donate some money and potentially assist at the conference.

Motion: To receive the proposal submitted by the Moncton Steering Committee for Conference 2008 and to encourage the group to move forward to incorporate a society to organize the conference.

Moved by Lorelee Warren. Seconded by Lorne Flavelle.

CARRIED

Yes 14

Abstention 2

2009

- Connie Gerwing indicated there has been some interest expressed by Saskatchewan. This interest by garnered by polling members on the list-serv and via a letter inserted in Cognica.
- the Saskatchewan School Counsellor`s Association has not had their fall meeting yet.
- Connie Gerwing will have more information after that meeting.
- Connie Gerwing asked that the Conference Guide be sent to her.
- Barb MacCallum indicated that she would do this.
- David Paterson noted that this item is still in the very early stages as is consistent with the normal timeline for planning conferences.

National Symposium on Counsellor Regulation

- David Paterson is pleased that CCA will be playing a major role at the Symposium and that so many CCA directors can stay for the event.
- it is important that all participants get a sense that this is a national symposium.
- this will be an exciting event for the future of counselling.

5. Financial Report

- Bruce Bailey indicated that he had included a financial report in Cognica.
- he commented on the stellar work that Barb MacCallum has done in organizing the financial affairs of the association.
- Bruce Bailey highlighted the two major issues that concern him:
 - unfunded liabilities
 - those related to unanticipated expenses related to Yorkville and Ethics issues.
 - it may be a requirement to make this a line item in future budgets.
 - Affiliates
 - it was noted that any new affiliations needed to be reviewed in detail to determine the financial impact that they may have on CCA.
 - David Paterson reiterated that the value of affiliates extends well beyond the financial issues and that affiliates are important partners.
 - however, the financial impact must also be taken into consideration.
 - Connie Gerwing asked if we had a breakeven number for affiliates.

- Barb MacCallum indicated that she did not have this number but would investigate.
- Bruce Bailey noted that the reserve is still healthy and is over \$300,000.
- Barb MacCallum has prepared a formal Q3 report for the board meeting which is in the board binders.
- this report was reviewed and questions were invited.
- the membership revenue is still uncertain as we do not have reliable data on membership renewal rates.
- Barb MacCallum reported that legal expenses for the Yorkville matter and Ethics matters were approximately \$8,000 at this point in time.
- David Paterson explained that regulation would have implications and changes for our cost structure in that issues such as those dealt with by the Ethics Committee would be handled by a regulatory College.
- David Paterson also noted that we have turned a corner in that the deficit last year was \$90K for 10 months and this year's deficit is projected to be \$30K for 12 months.
- the fourth quarter Cognica has also be reinstated.

Motion: To receive the financial report.

**Moved by Corrine Hendricken-Eldershaw. Seconded by Michel Turcotte.
CARRIED**

6. CCA Logo

- David Paterson explained that people often refer to CCA as CCACC as a result of the composition of the logo.
- David Paterson asked the board to review the sample of the revised logo which would remove CCACC from the centre of the logo.
- the intent is to change the logo slowly. i.e. not to reprint anything, but to gradually change the logo as material is replaced.
- Bruce Bailey indicated that while he was not a proponent of spending money on graphic design for a logo he has appreciated the work that has been done with regard to a logo on behalf of Conference 2007.
- a discussion was held with regard to other options.
- for example putting CCA at the top of the circle and ACC at the bottom.
- Lorna Martin also provided a sketch of a new logo design that involved a stylized compass.
- Lorna Martin suggested that because a logo portrays corporate image perhaps CCA should have someone with a graphic design background make some recommendations.
- Lorna Martin suggested that we might be able to obtain the services of a graphics design student.

Motion: To change the CCA logo by removing the CCACC graphic in the centre of the logo.

**Moved by Maria De Cicco. Seconded by Janice Tester.
DEFEATED**

- it was agreed that the matter be referred to the ASL Committee for review and recommendation at the next board meeting.

7. Lifetime Membership

- Honorary Lifetime Membership awards can be given to selected members.
- there are currently 8 such members.
- CCA by-laws indicate that no more than 1% of members can be honorary members.
- current membership is approximately 2,800.
- Bea Wehrly and Pierre Turgeon were nominated to receive Lifetime Membership awards.
- Bea is an ACA member who has been very supportive of CCA for many years and has been a mainstay at CCA conferences.
- Pierre Turgeon is a past-president of CCA who has provided great service this year with his participation in the Ontario Coalition discussions.
- David Paterson indicated that there is no official process for Lifetime Membership nominations – they are typically brought forward by board members.
- Marcel Monette was then nominated.
 - he is a past president of CCA who stayed the course during difficult financial times in the 1980`s.
 - he has been very involved in the Standards and Guidelines activities and very active in Quebec.
 - Montreal may be the perfect venue at which to honour him.
- it was also noted that there was an award for Professional Contribution which could also be used to honour members who provided exemplary service to CCA.
- Chris Cooper has been the recipient of this award.
- discussions were held with regard to the various merits of awarding two or three awards in Montreal, the issue of setting a precedent, and devaluing the award by presenting too many at any one time.
- it was suggested that we give out two awards in Montreal and consider honouring Pierre at another conference.
- some members indicated that they were uncomfortable with the process of nomination.
- David Paterson suggested that the nomination process be looked at from a policy point of view and that a policy be developed.

Motion: To award Bea Wehrly the CCA Honorary Lifetime Award.

Moved by Réal Leclerc. Seconded by Lorne Flavelle.

CARRIED

Yes 15

Abstentions: 1

Motion: To award Marcel Monette the CCA Honorary Lifetime Award.

Moved by Michelle Turcotte. Seconded by Mona Chevalier.

CARRIED

Yes 14

Abstentions: 2

Motion: To award Pierre Turgeon the CCA Distinguished Service Award.

Moved by Mona Chevalier. Seconded by Lynda Younghusband.

This motion was tabled until the next meeting.

CARRIED

8. Third Party Billing

- David Paterson noted that the Third Party Billing committee had submitted a detailed plan but that this had not been put forward to the board as recent developments with a consultant named Tony Conte may change the focus of the committee.
- David Paterson invited Barb MacCallum to update the board on the discussion that she had with Tony Conte.
- the Third Party Billing Committee has submitted a plan of action which they consider to be the most straightforward method of proceeding.
- the plan is documented in the board binders.
- the board accepted the report from the committee and indicated that their thanks should be expressed to the committee for their work.
- the issue of developing the provincial fee schedule was discussed.
- Barb MacCallum will check with Tony Conte about proceeding with the fee schedule.
- it was agreed that the fee schedule could be developed by the committee in consultation with the Private Practitioners Chapter.
- the board requested that the Executive and the board be kept informed of the proposed fee schedule.
- the board also requested that the committee ensure that the fee schedule reflects geographic diversity and diversity of practice.
- the committee is recommending that April be designated as Counselling Month in Canada and that this motion be brought before the board.
- April coincides with the American month that has been so designated.
- a suggestion was made that Counselling month should coincide with the month in which CCA has its conference.
- Conference 2006 (April 2006) is an anomaly because we are partnering with ACA.
- also it would be important for it to coincide with our conference if we want this to be a persistent event and not a one time event.

Motion: The CCA Board of Directors supports the idea in principle of designating a month to raise the public awareness of counselling in Canada, said month to coincide with the month in which CCA holds its national conference. The Board of Directors further looks forward to a submission of the Third Party Billing Committee to the Executive with regard to the activities planned for that month.

Moved by Ron Lehr. Seconded by Lorne Flavelle

CARRIED

Motion: To thank the Third Party Billing Committee for the work that they are doing.
Moved by Lorne Flavelle. Seconded by Réal Leclerc.
CARRIED

9. Yorkville

- David Paterson read the message printed in the Fall 2005 issue of Cognica to the board.
- David Paterson reiterated the need to ensure that all communication on this subject go through CCA's legal counsel.

10. Committee Reports

Ethics Committee

- Corrine Hendricken-Eldershaw reported that the committee is working on several files at this point in time.
- one Ethics complaint is pending until a criminal complaint has been resolved.
- Corrine expressed a great deal of appreciation to Glenn Sheppard for his assistance as Ethics Amicus.
- with the increasing number of members there are an increasing number of complaints.
- the current discussions on regulation are most welcome from this perspective.
- National Office has now taken on a coordination role with regard to the correspondence on Ethics complaints.
- Corinne thanked Barb MacCallum for her work on this.
- Corinne also proposed a policy on the information to be provided when a member is sanctioned.
- this policy is to be reviewed and brought forward for reaction at the next board meeting.
- Corrine also acknowledged the work of her committee members, Dr. Lynda Younghusband and Dr. David Smith.
- Alana Walsh-Giovannini has resigned from the Ethics Committee due to other commitments.
- a new member is required.
- Barb MacCallum noted that once a new member is appointed their resume is required immediately.
- Barb MacCallum also requested information from the committee on the number of cases handled, nature of the case and number of sanctions.
- this would be useful data for the Third Party Billing Committee.

Awards Committee

- Lorelee Warren reported on the status of the awards process.
- Lorelee thanked Hope Wojcik for assistance in appointing chairs for each award.

- Lorelee also thanked Barb MacCallum for her assistance in assuring the process ran smoothly.
- awards have been determined for:
 - AON Student Bursary
 - CCA Student Travel Grant
 - Masters Thesis
- Book Award has still to be adjudicated.
- the Research Article and the Professional Article will not be awarded.

Certification Committee

- Michel Turcotte reviewed the report he had submitted.
- the report outlines seven issues that the Certification Committee is reviewing and provides proposals for each.
- the committee needs to meet to discuss the possible solutions and make a recommendation to the board.
- Barb MacCallum indicated that Issue #1 re mature candidates was the number one issue and that the National Office would appreciate the committee considering this issue first.
- Ron Lehr noted that that issue #4 – aligning CCC with Accreditation criteria could be problematic for smaller universities.

Advocacy, Sustainability and Liaison (ASL) Committee

- Lorna Martin reported that the committee had outlined a very large mandate and that it had turned out to be too large a mandate to do in this first time period.
- Lorna believes it is better to take a step back and carve off smaller tasks.
- the committee also requires a new member.
- there is a unique opportunity to find out if presenters in Montreal would be willing to have their presentations posted online.
- Lorna indicated that she would like to seek permission from these presenters to publish their presentations.
- Lorna also indicated that criteria needs to be developed on CCA position papers.
 - what would be the criteria?
 - how do you promote a position?
- David Paterson invited Ron Lehr to consider joining this committee.
- David Paterson suggested that alternative sources of revenue may also be looked at.

Membership Services Committee

- Maria De Cicco reported on the various activities of the committee.
- the committee has been focusing on the three R's.
- their first project was a membership survey.
 - there were not a lot of responses.
 - a report was compiled by National Office and is in the board binders.
 - members who did respond were overwhelmingly positive.
 - however due to the few numbers, statistical data cannot be extrapolated.

- however, CCA can use the anecdotal information.
- the next project was a Student Newsletter.
 - the newsletter is a four page, full colour document produced in both English and French.
 - the newsletter was totally a volunteer effort with Maria De Cicco undertaking the layout and graphics, Janice Tester undertaking the translation and all committee members doing many reviews of the document and providing the content.
 - Maria De Cicco indicated that it was well received and that she received many notes of congratulation and appreciation.
 - Counsellor Educators have been very positive.
 - Maria De Cicco thanked her committee for their cooperation and hard work on this project.
- another ongoing project for the committee is the name change for Cognica.
 - Maria De Cicco encouraged everyone to think about this and send in suggestions.
- Maria De Cicco also passed around some promotional items that CCA could consider producing.
- Hope Wojcik and Mona Chevalier presented at St. Paul's and Hope indicated that it was great to have the newsletter to hand out.
- it was noted that people are inundated with surveys.
- another strategy regarding surveys may be to put one or two questions on the new website each month.
- survey companies have indicated this to National Office.
- Lorna Martin also indicated that one or two quick questions online each month would be a better strategy.
- it was suggested that CCA use the List-Serv to have members suggest a name change for Cognica..
- perhaps the chance to win a free conference attendance could be provided as way to promote participation in this.

CACEP

- there was no report submitted from CACEP.

11. Cognica Editorial Committee

- a suggestion was made by the Membership Services Committee that the Cognica Editorial Committee be expanded.
- Maxine MacMillan has agreed to be part of the committee.
- a student representative has also been added – Julie Ouellette from Ottawa U's MÉd (Educational Counselling) program.
- Barb MacCallum also outlined a possible process that could work with regard to the Cognica Editorial Committee.
- a 12-month rolling editorial plan could be established and published on the web site.
- members could then be invited to contribute articles toward specific editions of Cognica.

- Barb MacCallum indicated that she would prepare the first schedule and distribute it to the committee and the board for approval.
- Barb MacCallum could then act as the managing editor to ensure that the appropriate articles were collected for each edition.
- Barb MacCallum also suggested that the Ethics Notebooks be gathered and put on the website as reference material.
- it was also noted that it will be important to always have articles on Ethics in each Cognica as this is very core to CCA.
- Maria De Cicco suggested that ethics inserts could be developed.
 - these could be distributed with Cognica, in a three-hole punched format.
 - members could keep them in a separate binder.

12. Directors and Chapter Reports

- David Paterson thanked the board members for submitting their reports.
- he invited each director to add any comments to their written reports.
- it should be noted that the Director Reports are to be considered in addition to the comments made at the board meeting.
- David Paterson also invited them to comment on any issues related to the chapter for whom they are the liaison.

British Columbia

- Bruce Bailey reported that he has been actively working on Conference 2007.
- BC has an active student program.
- students are active on the Chapter board and in conference planning.
- a professional development event occurs every second month.

Alberta/Northwest Territories

- Lorelee Warren indicated that the Alberta/NWT list-serv is up and running.
- Lorelee thanked Barb MacCallum for her assistance with this.
- four new student reps have been appointed.
- Lorelee indicated that the Pastoral Chapter is just in the process of building their executive structure.

Quebec Francophone

- Michel Turcotte has been actively promoting the Montreal Conference, assisting with reports for the symposium and developing proposals for the Certification committee.

Newfoundland and Labrador

- Lynda Younghusband indicated that she has requested that a Newfoundland and Labrador list-serv be set up.
- Lynda is looking for a student rep
- Lynda is also working on workshops with Glenn Sheppard and participating on the Ethics Committee.
- Lynda is the liaison for the School Counsellor's chapter.

- Lynda attended a teleconference and indicated that they are busy working on their next newsletter.

Ontario Francophone

- a list-serv has been set up.
- Mona Chevalier would like to see more activity on the list-serv.
- Mona included a letter to Francophone Ontarians in Cognica.
- Mona anticipates having a Francophone student representative at the University of Ottawa by the end of November.
- Mona Chevalier and Hope Wojcik presented at St. Paul's and will be presenting at the University of Ottawa in late November.
- Mona has also been keeping current with the Ontario Coalition Activities.
- Mona also proofread the ARB for Conference 2006 and provided feedback on the French.
- Mona is the liaison for the Feminist Network Chapter and has attended one conference call.
- they would like to set up a list-serv and she referred them to Barb MacCallum.
- Barb MacCallum reported that contact had already been made.

Ontario Anglophone

- a list-serv has been set up.
- Hope Wojcik included a letter to Anglophone Ontarians in Cognica.
- Hope indicated that she has been keeping current on the Ontario Coalition file.
- Hope is also liaison for the NCR Chapter.
- they have an active chapter, Hope is attending their meetings and the Chapter is doing well.

Saskatchewan

- Connie Gerwing reported that she has a student representative at the University of Saskatchewan.
- she is still looking for a student at the University of Regina.
- Connie Gerwing is the liaison for the Aboriginal Circle Chapter.
- she has been having trouble contacting Tony Falasca.
- others have had the same difficulty.

Manitoba

- Lorna Martin indicated that in addition to her report she wanted to report on a recent development in Manitoba.
- the Manitoba School Counsellor's Association president expressed opinions about training for school counsellors and has been threatened with sanctions from the MTS (Manitoba Teachers Society) if she speaks in public or attend meetings and speaks about this issue.
- the current policy in Manitoba suggests that if you are nice you can be a school counsellor i.e. appropriate training is not required.

- David Paterson indicated that if it helps for the National Office to send a letter of support to MSCA encouraging the appropriate training he would be happy to collaborate on such a letter and send it under his signature.
- Lorna indicated that she would ask Jan Stewart if she would be interested having such a letter sent.

Quebec Anglophone

- Janice Tester translated the Student Newsletter into French.
- in June, she presented information about CCA, networking and job search strategies to a class at McGill University in the first year of the Master's degree in Counselling Psychology.
- she thanked Wayne Clifford, the outgoing CCA Quebec Anglophone Director for presenting with her at this session.
- she has found a new student representative - Adriana Sorbo.
- in September, she wrote a letter to all for Quebec Anglophone members, introducing herself as their new representative at the Board of Directors.
- she attended the Quebec Counselling Association's meetings and has maintained contact with both student representatives via email.
- she also participated via email in editing material of the program committee for the ACA/CCA 2006 Conference in Montreal.
- Janice is the liaison for the Creative Arts Chapter
- she has been in contact with Nisha Sajjani, President of that chapter and Nisha wrote a letter to her members introducing Janice.
- she looks forward to connecting with her in the future.

New Brunswick Anglophone

- Maxine MacMillan has met with her student representative and will continue to maintain contact in the future.
- Maxine noted that the auditors report from the Atlantic Chapter was forwarded to the National Office just as she was leaving for the board meeting.
- the Atlantic Chapter sent out a request for feedback in the summer and received little feedback.
- the lack of feedback resulted in the chapter president considering resignation.
- however, the request was resent in the Fall and this time there were many responses.
- the result is that the President feels rejuvenated and feels that the Chapter can continue.

New Brunswick Francophone

- Réal Leclerc noted that he has been working with Robert Baudouin on the New Brunswick Conference proposal.
- Réal has also been working actively with AFCONB to promote membership in CCA.

Prince Edward Island

- Corrine Hendricken-Eldershaw reported that she has been working very closely with Sandi Duffield-King of PEICA.
- they and the Department of Education worked very diligently to prepare the information that was submitted for the Symposium document.
- they very much want to see this agenda item move forward.
- Corrine is the liaison for the Career Development Chapter.
- they are looking at having CCA host their web site.
- information on the CCC NIDS (National Information Delivery System) project was sent out with the summer Cognica.
- they will be hosting a breakfast meeting at NATCON.
- the Vance Peavy Travel award has been determined for this year.
- Corrine expressed her thanks to Barb MacCallum for her support.

Nova Scotia

- Ron Lehr indicated that he has been working to get up to speed on the activities in the province since his appointment in October.
- Anne Franklin has agreed to be the CCA student representative from Acadia.
- he attended the NSSCA meeting and they observed a minute of silence in memory of Mary Butler as she was on their executive.
- Ron noted that Madeleine Lelievre is leaving NSAPC.
- he attended his first NSAPC meeting by teleconference.
- the issue of the Atlantic Chapter website being out of date was noted.
- there has been a discussion of moving this site to CCA's site.
- Ron also noted that there has been a tradition of the Atlantic Chapter president communicating with the CCA board member in the Atlantic Chapter presidents province of residence.
- Ron noted that the comments re affiliates in Cognica had sparked some attention within NSAPC.
- David Paterson reiterated that the value of affiliates is not just related to monetary considerations but that we also must review the fiscal issues associated with affiliates.
- both must be balanced.
- Ron also indicated that he will be meeting with representatives of the Department of Health re legislation.

Counsellor Educator Chapter

- Maria De Cicco is the liaison for this Chapter.
- she brought greetings from Glenn Sheppard who is the president of this Chapter.
- the CE Chapter circulated its first ever newsletter with Cognica.
- on March 31, 2006, the CE Chapter will have a one day workshop at the conference.
- UBC is in the last stages of accreditation.

Private Practitioners

- Lorne Flavelle is the liaison for the Private Practitioners Chapter.
- there is tremendous energy within the Private Practitioners Chapter in relationship to the Third Party Billing issue.
- they appreciate the support of the board in moving this file forward.
- have launched a list-serv which is quite active.
- have instituted the idea of coffee chats.

Francophone Issues in Relation to the Chapters

- Mona Chevalier raised an issue that was brought to her attention.
- Francophone students are asking why chapter material is not in both languages.
- CCA does not have much in terms of a policy about chapters requirements to post material in both languages.
- this message will be brought to the attention of the Chapter presidents on the next teleconference.

13. Strategic Plan

- David Paterson noted that in the past the board has used a very detailed set of tasks to move forward the strategic plan.
- at this time the strategic plan is being driven by the activities of the Membership Services Committee, the ASL Committee and the activities related to the National Symposium on Counsellor Regulation.
- David Paterson indicated that board members need to think about what CCA would be like as an association once regulation was a fact in many of the provinces.
- Mona Chevalier indicated that perhaps we need to think about a bilingualism policy.
- Barb MacCallum noted that in Wakefield a policy had been adopted to allow for \$2,000 per year for translation activities over and above those for Cognica and the CJC.
- this fund would accumulate so that if the \$2,000 was not spent in a given year it would be rolled over to the next year's budget.
- given the financial condition of the association and the new financial procedures put in place this item was not implemented in this year's budget.
- a discussion was held about the ability for people to do the translation if they were not trained translators.
- it is a very difficult job and one which volunteers find difficult.
- for example, we could ask chapters to find volunteers to do this but the results might not be acceptable as we may have translations that are of varying quality.
- if we want to engage Francophone students we need to provide more French content.
- we need to spend time to articulate a policy.
- Janice Tester indicated that there should be policy in place which indicates which documents must be translated.
- the web site also needs to be bilingual.
- Barb MacCallum indicated that the costs are 19.8 cents per word.

14. **Other Business**

CJC Online

- David Paterson indicated to board members that there was a report in their binders prepared by Vivian Lalande on the advantages and disadvantages of an online CJC.
- David Paterson indicated that this will be brought forward as a motion at the next board meeting.

Notice of Motion: To follow the recommendation of Dr. Vivian Lalande, Editor of CJC that the journal be converted to an online publication.

Moved by Lorelee Warren. Seconded by Maria De Cicco.

LGBTT Chapter

Motion: To accept the objectives of the LGBTT Chapter and officially invite them to form an executive, establish their constitution and membership list.

Moved by Connie Gerwing. Seconded by Janice Tester

CARRIED

15. **Next Meeting**

- the next meeting is scheduled for Thursday, January 12, 2005 at 6:30 p.m. Ottawa time.

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

The meeting adjourned at 5:00 p.m. (Vancouver time).

Motion: To adjourn the meeting.

Moved by Réal Leclerc

CARRIED

President

SUMMARY OF MOTIONS

Motion: To approve the agenda.

**Moved by Maria De Cicco. Seconded by Réal Leclerc.
CARRIED**

Motion: To accept the minutes of the October 5, 2005 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Lorne Flavelle. Seconded by Bruce Bailey.
CARRIED**

Motion: To thank the organizers of Conference 2005 for a tremendous conference and their hard work.

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

Motion: To advance \$1,000 to CCA's affiliate QCA as an honorarium to show CCA's appreciation for their assistance in planning Conference 2006.

**Moved by Ron Lehr. Seconded by Lorelee Warren
CARRIED
Yes 13
Abstentions 3**

Motion: To receive the proposal submitted by the Moncton Steering Committee for Conference 2008 and to encourage the group to move forward to incorporate a society to organize the conference.

**Moved by Lorelee Warren. Seconded by Lorne Flavelle.
CARRIED
Yes 14
Abstentions 2**

Motion: To receive the financial report.

**Moved by Corrine Hendricken-Eldershaw. Seconded by Michel Turcotte.
CARRIED**

Motion: To change the CCA logo by removing the CCACC graphic in the centre of the logo.

**Moved by Maria De Cicco. Seconded by Janice Tester.
DEFEATED**

Motion: To award Bea Wehrly the CCA Honorary Lifetime Award.

**Moved by Réal Leclerc. Seconded by Lorne Flavelle.
CARRIED
Yes 15
Abstentions: 1**

Motion: To award Marcel Monette the CCA Honorary Lifetime Award.

Moved by Michelle Turcotte. Seconded by Mona Chevalier.

CARRIED

Yes 14

Abstentions: 2

Motion: To award Pierre Turgeon the CCA Distinguished Service Award.

Moved by Mona Chevalier. Seconded by Lynda Younghusband.

This motion was tabled until the next meeting.

CARRIED

Motion: The CCA Board of Directors supports the idea in principle of designating a month to raise the public awareness of counselling in Canada, said month to coincide with the month in which CCA holds its national conference. The Board of Directors further looks forward to a submission of the Third Party Billing Committee to the Executive with regard to the activities planned for that month.

Moved by Ron Lehr. Seconded by Lorne Flavelle

CARRIED

Motion: To thank the Third Party Billing Committee for the work that they are doing.

Moved by Lorne Flavelle. Seconded by Réal Leclerc.

CARRIED

Notice of Motion: To follow the recommendation of Dr. Vivian Lalande, Editor of CJC that the journal be converted to an online publication.

Moved by Lorelee Warren. Seconded by Maria De Cicco.

LGBTT Chapter

Motion: To accept the objectives of the LGBTT Chapter and officially invite them to form an executive, establish their constitution and membership list.

Moved by Connie Gerwing. Seconded by Janice Tester

CARRIED

Motion: To adjourn the meeting.

Moved by Réal Leclerc

CARRIED

SUMMARY OF TASKS

Item	Agenda Reference	Item	Date	Responsibility
1	4	Check on status of ASL translation at Montreal Conference	ASAP	ED
2	4	Promote conference on the list-serv at the earliest opportunity	Ongoing	ED
3	4	Raise issue of Keynote speaker input with Chapter Presidents	Nov 30, 2005	ED
4	4	Investigate with ACA the opportunity to designate a gathering place for the Pastoral Chapter	ASAP	ED
5	4	Send conference planning guide to Connie Gerwing	Completed	ED
6	5	Investigate breakeven point for affiliates	Dec 31, 2005	ED
7	6	Investigate the redesign of the CCA logo	Jan 12, 2005	ASL Committee
8	7	Review Motion relating to CCA Professional Contribution Award	Jan 12, 2005	Board
9	8	Check with Tony Conte re the development of the fee schedule	ASAP	ED
10	10	Consult with legal counsel on the policy on information to be release when a member is sanctioned.	Jan 12, 2005	Ethics Committee
11	10	Gather information on number of ethics complaints processed, type of complaint, number of sanctions	Ongoing	Ethics Committee ED
12	11	Develop editorial outline for Cognica and distribute to board and Editorial Committee	Ongoing	ED
13	12	Raise issue of bilingual material on Chapter sites at next Chapter President's meeting	Nov 30, 2005	ED
14	13	Bilingual Policy	Ongoing	Board
15	14	Notice of Motion re CJC Online	Jan 12, 2005	Board
16	7	Develop a policy on Honorary Lifetime Membership awards		Board