

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

**March 30-31, 2006 – Le 30 à 31 mars 2006  
Chateau Champlain Marriott Hotel, Montreal, QC**

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

**Regrets:** Loralee Warren

**Welcome / Bienvenue**

The President, David Paterson, welcomed everyone and thanked them for attending the meeting. David noted that this was an historic conference as it was the first time that ACA has held its annual conference outside of the United States. He indicated that Patricia Arredondo, the President of ACA had suggested that we write a case study on international cooperation in conference planning based on the work that had been done on this conference. David also noted that next November, will be the last face to face meeting of this board and that the board needs to turn its mind to planning for that last board meeting.

**1. Agenda**

**Day1**

1. Approval of Agenda
2. Acceptance of Minutes
3. Conflict of Interest
4. Financial Statements and Audited Report
5. Third Party Billing
6. Review of Annual General Meeting
7. Yorkville Update
8. CJC Online
9. Professional Contribution Award
10. Certification Committee Report
11. Bilingual Policy
12. Standards and Guidelines Meeting Report
13. Directors Reports including Chapter Reports

**Day 2**

14. Continuation of Director's Reports
15. Committee Breakout Sessions
16. St. John's Conference Report

17. Committee Reports
18. Next Meeting
19. Adjournment

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

**Motion:** To approve the agenda.

**Moved by Réal LeClerc. Seconded by Janice Tester  
CARRIED**

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

**Amendments to January 12, 2006 Minutes**

- Connie Gerwing requested that the reference to the Saskatchewan conference be amended to read that the Saskatchewan School Counsellors Association has agreed to look into being one of the groups participating in organizing the conference.

**Motion:** To accept the minutes of the January 12, 2006 meeting as amended as accurately reflecting the discussions and decisions of the Board.

**Moved by Corrine Hendricken-Eldershaw. Seconded by Maxine MacMillan.  
CARRIED**

**3. Conflict of Interest**

- All attendees confirmed that they did not have a conflict of interest with regard to any of the agenda items.

**4. Financial Statements and Audited Report**

- David Paterson asked Bruce Bailey to present the financial statements and audited report.
- Bruce Bailey noted that there has been a remarkable change in the financial picture in the past year.
- CCA underwent significant changes in its operations and financial control systems just prior to the beginning of this fiscal year based on recommendations made in the Auditor's Management letter.
- these changes were implemented to address financial control concerns identified by the auditor.
- all of these have been accomplished by Barb MacCallum and the National Office team.
- there now exist good financial accounting records and reports.
- in addition, changes made in the overall administration and management of membership fees has completely transformed that activity of the organization.
- an accurate database now exists on members and their fees.
- a process is in place to follow-up on the renewal of memberships.
- a regular reconciliation of credit card receipts is also carried out.
- CCA also implemented the collection of GST starting August 1, 2005 and a fee increase was implemented in July 2005.

- these changes have contributed positively to CCA's revenues and resulted in improved service to its members.
- Bruce noted that it is important to remember that in 2004 CCA changed its financial year end.
- this past year was the first full 12 month period since that change.
- therefore, it is important to remember that when comparing figures on the financial statements 12 months are being compared to 10 months.
- the FY 2005-2006 budget was originally designed as an almost break-even budget from an operational perspective.
- the shortfall was expected to be approximately \$6,000.
- however, when special projects such as the physical relocation of the office, the search for a new Executive Director and the Third Party Billing Committee activities were added into the mix the total budget the result was to be a deficit of \$45,000.
- however, the deficit was only \$19,000.
- in fact, had CCA not incurred the legal expenses related to the Ethics Committee and Yorkville, the association would have had an excess of revenues over expenses from its operations this past year.
- David Paterson noted that this has been a tremendous shift from the previous report in St. John's ten months ago.
- at that time we were reporting a deficit of \$69,579 for ten months.
- while it is difficult to make a complete comparison because not all expenses occur evenly throughout the year, it can be seen that there has been a dramatic positive shift in the finances.

**Motion:** To accept the financial statement and auditors report as presented.

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

**CARRIED**

**5. Third Party Billing**

- David Paterson asked Barb MacCallum to update the Board on the activities of the Third Party Billing Committee.
- excellent progress has been made on this project.
- Barb MacCallum noted the section in the board binder where Tony Conte had provided a confidential report to the Board.
- the report outlines the information he has received from the six major insurance companies and the next steps with regard to this project.
- it is anticipated that sometime in May meetings will be set up with the major insurance companies in Waterloo and Toronto to present our case.
- the meetings will be attended by Tony Conte, Barb MacCallum and a member of the board or the Third Party Billing Committee.
- it was suggested that Lucy MacDonald, as head of this committee would be the appropriate person to attend.
- it was noted that access to counselling and allowing people to receive early and preventative interventions should be stressed to the insurance companies.

- Barb MacCallum noted that large companies often self-manage their health coverage and therefore, it is not the insurance companies who determine coverage but the company itself.
- the next step after insurance companies would be to approach major Canadian employers and convince them to allow counsellors to be covered.
- it was also noted that some EAP's cover counselling services.
- this is another group that needs to become aware of counselling services.
- it was also noted that the community college system has health insurance through Sunlife.
- Sunlife covers counselling but the community colleges do not.
- the community college system needs to be lobbied on behalf of counsellors.
- the Board conveyed their congratulations to the Third Party Billing Committee.
- Corrine Hendricken-Eldershaw thanked David Paterson for his leadership.

**Motion:** To receive the Third Party Billing Report as presented.

**Moved by Réal LeClerc. Seconded by Ron Lehr**

**CARRIED**

**6. Review of the Annual General Meeting Agenda**

- David Paterson reviewed the AGM agenda.
- one of the items on the agenda is to change the by-laws.

**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.**

- Lorna Martin was asked to clarify the requirement for this by-law.
- Lorna noted that when the board lost one of its members last June, shortly after the new board was formed, she reviewed the by-laws.
- she determined that this clause was required in order to ensure that the board still existed in the event of a loss of a member.
- this clause will avoid a stalemate.

**7. Yorkville Update**

- Barb MacCallum updated the Board on the status of the Yorkville claim.
- under New Brunswick law, Yorkville may request whomever they wish for the deposition.
- they only have one choice.
- CCA has suggested that it be Barb MacCallum, but Yorkville has requested Lorne Flavelle as he was the President at the time this issue was raised.
- the deposition will occur June 20-23 in Fredericton, New Brunswick.
- the Board thanked Lorne for taking on this task making himself available for this extended period of time.
- David Paterson stressed the fact that Board members should not engage in any conversations regarding this matter without being in the presence of our legal counsel.

- he noted that the facts are in the October 2005 edition of Cognica and board members should refer any questions to that article.
- he also noted that we have new legal counsel.
- the coordinates of our legal counsel had been previously provided to board members.

## 8. CJC Online

- a discussion was held with regard to moving the CJC to an online publication.
- Vivian Lalande had prepared a report, presented to the board in November 2005 with regard to the advantages and disadvantages of moving to an online publication.
- Ron Lehr indicated that he was in favour of moving online.
- universities are tending in this direction and much of the research conducted uses an online environment.
- he would suggest a 6 month rather than a one year moratorium on allowing public access.
- Lorna Martin noted that it would be important to implement the online version in a manner that allows access to individual articles.
- Michel Turcotte indicated that in principle he felt that it was a good idea.
- however, there is concern that members would not see the Journal as a member benefit once it was online – i.e. it is not a tangible benefit that they receive.
- people may gradually forget that they have a journal.
- Lorna Martin cautioned that northern communities do not have the same access to the Internet.
- it would be a good idea to put the Table of Contents in Cognica to remind members of the contents of the journal.
- a discussion was held with regard to transition possibilities i.e. could we have both print and online during a transition period.
- it is possible for members to request a printed copy to be mailed to them.
- the articles would be printed on plain white 8.5 x 11” paper.
- Mona Chevalier indicated that she was in agreement to going online.
- she indicated that we could send an email to members when the new edition was available.
- Lorna indicated that we could consider putting the journal on a CD for distribution.
- most northern and remote communities have access to a computer.
- Réal indicated that when he did his thesis online journals were not popular but this has changed over the past few years.
- it is important for members to get something for their membership.
- some people complain about receiving too many emails.
- as a member he would experience a sense of loss at not receiving a hard copy of the journal.
- Michel noted that scientific journals are only read by about 10% of the membership.
- it was also noted that we want members to continue to be interested in research.
- CCA may want to include abstracts for each edition in an email or in Cognica to remind members of what is available in the CJC.

- Janice noted that when she receives online newsletters, she does not print those that are over one page in length.
- we should be careful about the length of what we send to members.
- Lorna noted that private practitioners may read the abstract and if interested read the full article.
- she is concerned as a member if we do not go online, we will not get future grants.
- Connie Gerwing noted that some people still have difficulty in accessing material online.
- there seemed to be consensus with regard to an online CJC with a provision to distribute abstracts to members.
- Barb noted that there is a shift in the demographics of our membership and there have been requests for this material to be online.
- Lorna reiterated that we need to bridge the gap if we are moving online.
- Ron Lehr indicated that he is not in favour of a CD but would support an interim measure of a printed copy to members who requested it.
- Vivian indicated in her report that if the board chooses to go in this direction she will invite members to comment on the plan of action.

**Motion:** To follow the recommendation of Dr. Vivian Lalande, Editor of the Canadian Journal of Counselling that the journal be converted to an online publication with due consideration from the membership on interim measures that may be required.

**Moved by Ron Lehr. Seconded by Corrine Hendricken-Eldershaw.**

**CARRIED**

**YES = 13**

**ABSTAIN=1**

**ABSENT=1**

**9. Professional Contribution Award**

- at the board meeting in November, there had been some concern expressed over the process to nominate candidates for the Honorary Lifetime Membership Award and the Professional Contribution Award.
- some board members felt that if names were brought to the table, with some members not knowing the individual's work that they would not be able to make an informed decision.
- also, it was not clear how the nomination process worked for these two awards.
- Lorna indicated that it might be appropriate to create a framework that specified that these two awards are distinct from the other awards and then to articulate the policy and procedures for nominations for these awards.
- Hope Wojcik indicated that the Awards committee would be able to undertake this task.
- it was also noted that the committee working on this needs to have some sense of history with regard to the award.

**Motion:** To appoint the Awards Committee, the Executive Committee and any other interested board members to form an ad hoc committee to develop the polices and procedures related to the Honorary Lifetime Awards and the Professional Contribution Award.

**Moved by Hope Wojcik. Seconded by Ron Lehr.  
CARRIED**

**10. Certification Committee Report**

- Michel Turcotte requested that he be able to give the Certification Committee Report as he would not be available the next day.
- Michel indicated that there were seven issues that the Certification Committee was considering.
- these are noted in his report.
- the Certification Committee will be meeting on Sunday, April 2 at 1:00 p.m.
- Ron Lehr asked that the committee be cognisant of the effect that changing the 120 hour practicum requirement would have on university programs.
- he also noted that there has been discussion of post-graduate supervision as a requirement for the profession.
- if this becomes a requirement, it should not have to be university based.

**11. Bilingual Policy**

- the requirement for a bilingual policy was raised as a result of the Strategic Planning discussion held at the November 2005 board meeting.
- there is a need to ensure that CCA is accommodating to both francophone and anglophone members.
- it was noted that in its objectives and aims CCA is a bilingual organization but that this has never been operationalized.
- there is a requirement to determine how CCA can take this core value and operationalize it.
- David Paterson indicated that perhaps the board should look upon this as a special project in much the same way that the Third Party Billing issue was turned into a special project.
- Lorna Martin indicated that CCA needs and wants a flexible policy that does not stymie good work or exclude anyone.
- Lorna also encouraged everyone to think in terms of biculturalism and bilingualism.
- it was noted that all three voices (Francophone, Anglophone, Bilingual) need to be present on the committee.
- there was also a discussion on the issue of adaptation vs. translation and how important it is to not just translate the words but to adapt text so that the ideas and concepts are appropriately expressed in both languages.

**Motion:** To establish a bilingualism and biculturalism committee for CCA and that the committee consist of francophone, anglophone and bilingual representatives.

**Moved by David Paterson. Seconded by Maria De Cicco.**

**CARRIED**

The committee formed consisted of David Paterson, Maria De Cicco, Mona Chevalier, Réal LeClerc, Connie Gerwing and the Executive Director as an ex-officio member.

**12. Standards and Guidelines Report**

- David Paterson noted that a meeting of the Standards and Guidelines Liaison and Advisory Committee had been held in January immediately following NATCON.
- David Paterson, Lorne Flavelle and Barb MacCallum had attended the meeting in various capacities.
- the Standards and Guidelines are an important tool that has been developed for the Career Development community.
- the Standards and Guidelines are being adopted in various provinces and internationally.
- it is ironic that at this important juncture in Canadian career development history, that HRSDC has cut its funding for NATCON.
- there is also a real urgency to find a home for the Standards and Guidelines.
- David reported that CCA was highly regarded at the meeting.
- many people mentioned CCA as a home.
- there was also the discussion about forming a new association.
- there were discussions about possible Career Development Practitioners becoming Category B members and also the possibility of a Certification process for Career Development Practitioners.
- there was discussion of whether CCA members would be interested in coalescing around the certification required for a Career Development Practitioners.
- it would be a competency based assessment.
- CCDF is at the centre of the activity.
- Michel noted that there was a proposal that CCDF would outline possible options to create a home for the Standards and Guidelines.
- he expressed the need to talk to each other nationally so that provinces do not end up with different standards.
- CCA might be one of the scenarios suggested by CCDF.
- CCA needs to talk to CCDF with regard to possible opportunities.
- the lack of government funding has put the career development community in flux.
- CCA needs to consider what an influx of career practitioners would do to its composition.
- Michel noted that it will be important to develop clarity around what each professional does.
- Corrine noted the differences in her business between the Career Counsellor and the Career Development Practitioner.
- these are two different streams and each has a place in her organization.
- Career Development Practitioners may not find Category B inviting.
- within CCA the major reason for using Category A and B is that Category B members are not eligible for certification or insurance.

- a discussion was held as to whether we can remove the Category A and B designations.
- people would join CCA as a member and then decide to become certified.
- it was noted that the discussion with regard to Category A and B is related to naming conventions and not criteria.
- there will be no change in criteria.
- the Membership Committee will review the categories and make recommendations.
- the Certification Committee must also review the implications.
- Connie Gerwing noted that Saskatchewan is working on forming a Career Development Association.
- she wants to be able to speak knowledgeably to this group with regard to the CCA position.
- David noted that we are not in a position to say anything else until the committees have reviewed the issue.

### 13. **Director Reports**

- David asked each director to report paying particular attention to regulatory issues in their province.

#### **Nova Scotia**

- Ron Lehr indicated that he had attended Day 1 of the Symposium.
- he is on the legal committee of NSAPC.
- NSAPC has been lobbying for regulation for a long time.
- NSAPC representatives met with senior government officials and they have been told that there is nothing else that they can do to advance their case.
- in February 2006, Madeleine Lelievre received word that the request for regulation had gone to a special committee.
- the special committee will look at the issue of harm to the public.
- Ron also noted that Nova Scotia did not want to be the first province after Quebec to regulate counselling.
- it was also brought to the attention of the government that other bodies in Nova Scotia are using current legislation to restrict practice.
- Nova Scotia is currently in wait mode.

#### **Quebec - Francophone**

- Michel Turcotte noted that at the Symposium in November, the report on the proposed new regulatory model in Quebec was not public.
- since then the report has been released.
- Michel distributed a Powerpoint presentation that he had prepared for presentation at the conference.
- Quebec has been in the process of modernizing its mental health legislation for the past five years.
- 8 occupations have been reviewed by a committee of experts – one from each regulated body.
- an additional two occupations are exploring regulation.

- the report is recommending that certain activities be reserved by defining the scope of practice for the professions – also recognizing that the scopes overlap.
- therefore, professionals will be required to differentiate their titles as follows:
  - Physician Psychotherapist.
  - Psychologist Psychotherapist
  - Social Work Psychotherapist.
  - Counselling Psychotherapist
- reserved activities will be focused on the clients at most risk and the most needy.
- consultations will begin April 14, 2006.
- a discussion was held with regard to training at the Masters level.
- it was noted that this is very different in Quebec vs. New Brunswick.
- universities base their programs on professional college requirements.
- if the requirements change the schools must adapt.
- each program provincially accredited by the province has complete autonomy.
- Quebec has private institutions.

### **Ontario**

- Barb reported on the activities of the Ontario Coalition.
- the major activity at this time is the raising of the funds for advocacy.
- a message has been sent via the list-serv to Ontario members.
- letters will also go out with renewals and be posted on the web site.
- a request was made to modify the language so that the term war chest is not referenced.
- a question was asked with regard to the funds if they are not used.
- Barb will check into the refund policy.
- Lorna noted that requests could be made by each province that cannot be supported by CCA.
- Barb noted that David Cane will be speaking to the Ontario Coalition on May 17 in Toronto.

### **Prince Edward Island**

- Corrine Hendricken-Eldershaw noted that PEICD has done a great deal of work to create the structure for regulation.
- they will be undertaking the validation of the competencies and have been in discussion with David Cane.
- Corrine noted that she is the liaison for the Career Development Chapter.
- they have conference calls twice a month.
- Sharon Cameron will be leaving her position as President.
- Corrine asked that a letter of thanks be sent to Sharon for her service.
- David indicated that he would be pleased to do this if Corrine sent him some sample language.

### **Ontario Francophone**

- Mona Chevalier indicated that she has met with University of Ottawa students.

- they are concerned about regulation.
- she indicated that their professors at the University of Ottawa don't agree with the Ontario Coalition material and there is concern over this.
- Mona has investigated the graphic design department within her college to see if they would take on a project of designing a logo.
- if the project is submitted in May then it could be part of the curriculum in September.
- Mona noted that she is the liaison with Feminist Chapter but has not had any contact.
- the Feminist network List-Serv has been set up.
- Mona then indicated that she wished to discuss the issues related to the translation of material into French and the selection of the Executive Director.
- she had noted these in her report to the board.
- Mona noted that it was important that when a translation is done that the ideas be translated - an adaptation needs to be done not a translation.
- it was noted that we need to develop a lexicon for our terms so that a translator uses consistent terminology.
- it was also noted that when things are translated in Ottawa they don't translate well for Manitoba or New Brunswick.
- she also indicated that she was shocked to learn that the Executive Director position would not be competed.
- she had understood that Barb would continue in the role to get the association through the crucial activities related to Conference 2006 but that after that the position was be competed again for a bilingual Executive Director.
- she had not understood that the position would be offered to Barb and was uncomfortable with this as Barb was not bilingual.
- she also acknowledged that in all other areas Barb's performance in the position was very good so this was the only issue.
- she also indicted that she was uncomfortable having this discussion with Barb in the room.
- David noted that the staffing of the Executive Director position was the Executive Committee's responsibility.
- he had consulted with the board about this process every step of the way and had thought that the resolution of the matter had been clear.
- at this point Barb MacCallum suggested that the board have this discussion in camera.
- the board elected to adjourn and then to discuss this issue.
- the meeting was adjourned at 4:00 p.m. (Ottawa time).

**Motion:** To adjourn the meeting.

**Moved by Lorne Flavelle  
CARRIED**

## **DAY 2**

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

**Regrets:** Lorelee Warren, Michel Turcotte, Ron Lehr

David Paterson called the meeting to order.

### **Continuation of Director`s Reports**

#### **New Brunswick**

- Réal Leclerc indicated that Robert Baudouin was disappointed that he had not received more formal notification that Moncton would be the site of Conference 2008.
- David Paterson indicated that while he had personally spoken to Robert to congratulate his committee that he had been remiss in not writing a formal letter.
- it was suggested that a meeting be convened during the conference.
- also there was discussion on the protocol of starting up the committee.
- Barb MacCallum indicated that the legal fees to develop the Steering Committee incorporation agreement could be directed toward National Office for payment.
- this would then be deducted from the \$15,000 advance.

#### **Newfoundland & Labrador**

- Lynda Younghusband indicated that she had been disappointed in not being able to obtain a student representative.
- many of the MUN students are part-time and cannot commit to this task.
- she asked if any of the directors had any suggestions.
- she had also offered to provide financial assistance for attendance at Conference 2006 but could not find a student to agree to come.
- students are busy with final exams at this time.
- it was suggested that she try to get a student at the undergraduate level.
- also some of the new professors are not as aware of CCA and therefore may not be encouraging their students to get involved.
- it was suggested that the students leaving be involved in finding their replacement.
- it was also suggested that MUN could have two part-time reps.
- Lorna also suggested that Lynda consider going to the student council to see if they had any suggestions for a representative.

#### **Saskatchewan**

- Connie Gerwing noted the manner in which decisions are made with regard to job classifications in Saskatchewan and which provincial board decides who can do what activities.

- the government Classifications and Regulations board will ultimately determine whether a Masters degree is required or not for School Counsellors.
- if anyone has a suggestion to operationalize this, David Paterson invited them to bring their ideas forward.

### **Quebec – Anglophone**

- Janice Tester noted that she had met with Nisha Sajnani – President of the Creative Arts Chapter.
- Nisha is working on creating a mentorship program for new graduates.
- the Creative Arts Chapter has a few by-law changes they will be bringing to their AGM.
- the board has to approve these changes.

### **By-Law Changes**

**Motion:** To receive a notice of by-law changes from the Counsellor Educator Chapter and the Creative Arts Chapter.

**Moved by: Bruce Bailey, Seconded by Maxine MacMillan  
CARRIED**

## **14. Conferences**

### **2006 – Montreal**

- Lorne Flavelle thanked Barb for her work in organizing the conference.
- he also thanked the local committee who selected the program and organized volunteers.
- he noted that the National Office has been taxed as a result of coordinating the conference activities with ACA.
- Lorne also thanked Bath Scheba and Denise for their efforts.

### **2007 - Vancouver**

- Bruce Bailey provided the promotional pamphlet that had been developed for the conference.
- he noted that the committee has made a conscious effort to represent more women in the keynote addresses of the conference.
- the committee is also consciously addressing the need for First Nations and Asian content.
- social activities may include a meal in Chinatown, a visit to the Aquarium or a longhouse.
- the call for papers will go out in June.
- breakeven has been set for 388.
- capacity has been set for 600.
- early bird registration has not yet been established.
- Bruce asked the National Office to keep a list of people interest in the conference.

### **2009 - Saskatchewan**

- discussions are still ongoing.
- hopefully a decision will be made by the end of May on the city.

### **15. Committee Breakout Sessions**

- David asked that the committees meet to discuss their first 100 days and their last 100 days.
- he asked them to consider what they want to get accomplished between now and the board meeting in November 2006.
- the last face to face meeting for this board will be in Ottawa in November 2006.
- David also noted that elections will occur this year.
- nominations need to be in place in December for those board members who wish or can continue on with another term.
- he also asked the committees to think about the fall board meeting agenda.
- what is the priority of the board?

### **16. St. John's Conference Report**

- the St. John's conference committee presented their final report.
- David Paterson congratulated them again on a great conference.
- the committee noted the following:
  - technology – LCD projectors are expensive so presenters should be encouraged to bring their own.
  - one of the disappointments was that not all attendees paid for the event at the Rooms.
  - the sponsorship amount in cash was not large but the committee did receive a great deal of in-kind sponsorship – e.g. conference bags were \$7,000 and were donated by MUN.
  - conference evaluations were great – mostly 4.2 to 4.8 out of 5 in all categories.
  - numbers exceeded those in the proposed budget.
  - a cheque for \$5,518.20 was presented to CCA.

### **17. Committee Reports**

#### **Membership Services**

- it was noted that if the Inuksuk promotion was successful this could glean some money for future endeavours.
- the mentorship program was noted as having some promise for retention.
- student mobility – it was noted that information for students on mobility would be useful.
- we might want to consider preparing a CD or DVD with information as a promotional item.
- the new website is much anticipated.

- using a reduction in first year fees for new professionals was something that the committee urged the board to investigate.
- the National Office is to report to the board on how to operationalize this.
- the Cognica name change has been a focus of the committee.
- Canadian Counsellor Connections is the suggestion for the new name.
- a suggestion was made to invite members to comment on the change.
- David noted that this committee, as with any board committee, is welcome to do research on the topic.
- research does not always result in change.
- David thanked the Membership Services Committee for their efforts and hard work.

### **Finance Committee**

- Bruce noted that there were three areas that the committee reviewed.

### **Reserve Policy**

**Motion:** That the Finance Committee be given the responsibility to review and recommend a policy on the Reserve.

**Moved by Bruce Bailey, Seconded by Lorna Martin.  
CARRIED**

- Bruce noted that all board policies need to be gathered into one place.
- Barb noted that all existing policies were on the web site.
- she has undertaken to obtain sample policies from other boards, revise them and make a recommendation to the board.

### **Fees**

- Bruce noted that a discussion should be held at the next Board meeting with regard to raising fees in 2007.

### **Advocacy, Sustainability and Liaison Committee**

#### **Logo**

- Lorna Martin presented various logo options.
- it was agreed that she would circulate the options she presented for comment by the board members.

### **Proceedings from the Vancouver Conference**

- a discussion was held with regard to the logistics of doing this.
- the committee indicated that presenters would be given the option of providing their material for publication on a CD.
- they would have to sign waivers and would have a firm date when they had to be submit their presentations.
- it was suggested that the presentations/material be sent to the National Office for compilation.

- Barb cautioned that this activity would probably be much more work than anticipated.
- her experience with the ACA / CCA Conference and presenters had not been entirely positive.
- some presenters had been quite verbally abusive about the process and were not disciplined with meeting deadlines or adhering to rules.
- this was added as a cautionary note to the plans.

### **Speakers Bureau**

- it was suggested that CCA could put links to suggested speakers on our website.
- the renewal form could have a section on it to indicate if a member would be willing to give a workshop or speak at a conference.

### **Ethics Committee**

- Corrine noted that in 2004 a workshop was held on the Ethics Process.
- she thought it would be good to keep this activity on the radar for future board meetings.
- the board may wish to have an orientation in Ottawa in November.
- the policy re public disclosure when a member is sanctioned is still pending.
- need to consult with legal counsel.
- Corrine noted that the personnel support for the Ethics committee from the National Office has been much appreciated.
- Cognica Notebook – it was noted that this was a much appreciated feature and that it should be continued in some format either in Cognica or on loose-leaf three-hole punched paper that could be inserted in a binder.

**Motion:** That CCA will continue to host a Notebook on Ethics, to communicate and inform members regarding our Code of Ethics, Standards of Practice and practice alerts.

**Moved by: Lorna Martin, Seconded by Réal LeClerc.  
CARRIED**

- it was noted that the Editorial Board for Cognica needed to be consulted with regard to material to be included in Cognica.
- Corrine noted that the Ethics Committee has processed :
  - 17 inquiries
  - 3 formal complaints
  - 1 outstanding complaint pending.
- she added a special thanks to her committee, Glenn Sheppard and Barb MacCallum for their work.

### **18. Next Meeting**

- to be announced.

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

The meeting adjourned at 4:00 p.m. (Ottawa time).

**Motion:** To adjourn the meeting.

**Moved by Maria De Cicco  
CARRIED**

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President

## **SUMMARY OF MOTIONS**

**SUMMARY OF TASKS**

| <b>Item</b> | <b>Agenda Reference</b> | <b>Item</b>  | <b>Date</b>            | <b>Responsibility</b>                            |
|-------------|-------------------------|--|------------------------|--|
| 1           | 13                      | Submit a project to a community college re the logo  | May 31, 2006           | Lorna Martin                                     |
| 2           | 13                      | Send a letter of thanks to Sharon Cameron for her service as President of the Career Development Chapter | ASAP                   | David Paterson and Corrine Hendricken-Eldershaw  |
| 3           | 17.                     | Consider conducting an Ethics Workshop at the November 2006 Board Meeting                                | August 2006            | Executive  |
| 4           | 17                      | Consider raising fees in 2007  | Nov 2006 Board Meeting | Executive  |
| 5           | 17                      | Consider how to implement New Professional program   | May 31,2006            | ED   |
| 6           | 17                      | Circulate logo options to board for an opinion   | April 30, 2006         | Lorna Martin                                     |
| 7           | 12                      | Review membership categories and make recommendations to the board                                       | August 2006            | Membership Services and Certification Committees |

## SUMMARY OF MOTIONS

**Motion:** To approve the agenda.

**Moved by Réal LeClerc. Seconded by Janice Tester  
CARRIED**

**Motion:** To accept the minutes of the January 12, 2006 meeting as amended as accurately reflecting the discussions and decisions of the Board.

**Moved by Corrine Hendricken-Eldershaw. Seconded by Maxine MacMillan.  
CARRIED**

**Motion:** To accept the financial statement and auditors report as presented.

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

**Motion:** To receive the Third Party Billing Report as presented.

**Moved by Réal LeClerc. Seconded by Ron Lehr  
CARRIED**

**Motion:** To follow the recommendation of Dr. Vivian Lalande, Editor of the Canadian Journal of Counselling that the journal be converted to an online publication with due consideration from the membership on interim measures that may be required.

**Moved by Ron Lehr. Seconded by Corrine Hendricken-Eldershaw.  
CARRIED  
YES = 13  
ABSTAIN=1  
ABSENT=1**

**Motion:** To appoint the Awards Committee, the Executive Committee and any other interested board members to form an ad hoc committee to develop the polices and procedures related to the Honorary Lifetime Awards and the Professional Contribution Award.

**Moved by Hope Wojcik. Seconded by Ron Lehr.  
CARRIED**

**Motion:** To establish a bilingualism and biculturalism committee for CCA and that the committee consist of francophone, anglophone and bilingual representatives.

**Moved by David Paterson. Seconded by Maria De Cicco.  
CARRIED**

**Motion:** To adjourn the meeting.

**Moved by Lorne Flavelle  
CARRIED**

**Motion:** To receive a notice of by-law changes from the Counsellor Educator Chapter and the Creative Arts Chapter.

**Moved by: Bruce Bailey, Seconded by Maxine MacMillan  
CARRIED**

**Motion:** That the Finance Committee be given the responsibility to review and recommend a policy on the Reserve.

**Moved by Bruce Bailey, Seconded by Lorna Martin.  
CARRIED**

**Motion:** That CCA will continue to host a Notebook on Ethics, to communicate and inform members regarding our Code of Ethics, Standards of Practice and practice alerts.

**Moved by: Lorna Martin, Seconded by Réal LeClerc.  
CARRIED**

**Motion:** To adjourn the meeting.

**Moved by Maria De Cicco  
CARRIED**