

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

**November 11-12, 2006 – Le 11 à 12 novembre 2006  
Sheraton Hotel, 150 Albert Street, Ottawa, ON**

**Present / Présent:** David Paterson (Chair), Lorne Flavelle, Maria De Cicco, Réal Leclerc, Janice Tester, Maxine MacMillan, Lynda Younghusband, Lorna Martin, Michel Turcotte (until noon on November 12), Bruce Bailey, Connie Gerwing, Hope Wojcik, Mona Chevalier, Ron Lehr, Corrine Hendricken-Eldershaw, Lorelee Warren, Barbara MacCallum (Secretary).

**Welcome / Bienvenue**

The President, David Paterson, welcomed everyone and thanked them for attending the meeting. David Paterson noted that it was a pleasure to work with this Board.

This is the last face-to-face meeting of this Board. The focus of the meeting will be to the last 100 days of this Board.

**1. Agenda**

**Day 1**

1. Approval of Agenda
2. Acceptance of Minutes
3. Conflict of Interest
4. Financial Report
5. Yorkville
6. Conferences
7. Code of Ethics
8. Committee Reports

**Day 2**

9. Director and Chapter Updates
10. Chapter Issues
11. Counsellor Competency Validation
12. Third Party Billing
13. CEU Credit Hours
14. Website
15. CJC
16. Final Reports from the Board Committees
17. Awards
18. Next Meeting
19. Adjournment

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

**Motion:** To approve the agenda.

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

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

**Motion:** To accept the minutes of the March 30-31, 2006 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Maria De Cicco. Seconded by Lorna Martin.  
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**

- David Paterson invited both Bruce Bailey and Barb MacCallum to comment on the financial report.
- Bruce Bailey indicated that it was a pleasure to be able to report a projected surplus for the year-end and thanked Barb MacCallum for the work she has done to ensure a robust financial system for CCA.
- Barb MacCallum commented that membership fees had been higher than expected and expenses had been closely managed.
- David Paterson thanked the Board for making some very difficult decisions last year regarding Board activities to ensure that expenses were kept to a minimum.

**Motion:** To receive the financial report as presented.

**Moved by Lorelee Warren. Seconded by Maxine MacMillan.  
CARRIED**

**5. Yorkville**

- Barb MacCallum directed attention toward the letter dated September 14, 2006 from Stewart McKelvey.
- this letter provided an update on the status of the case.
- Lorne Flavelle described the deposition process that occurred.

**Motion:** To thank Lorne Flavelle for the excellent job he did at the deposition and the time and energy spent representing CCA at the deposition.

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

## 6. Conference Update

### *2007 Vancouver*

- Bruce Bailey reported that the conference committee is active and everything is running well.
- due to his health, Yalom will present via a video link.
- the committee is looking for someone else to present in addition to Yalom.
- Bruce Bailey will be approaching Trotzer and should know within a week if he is available.
- a draft overview of the conference is available in the Board binders.
- registration is available online.
- Ron Lehr asked why the Call for Papers submission date had been set at September 30, 2006.
- this is early for many educators.
- Barb MacCallum noted that the Call for Papers deadline had been communicated several times to members.
- Bruce Bailey indicated that there was a great deal of work that had to be accomplished between the end of the Call for Papers and the development of the conference program.
- the committee felt that they needed to set the deadline for September 30, 2006 in order to accomplish all of the tasks.

### *2008 Moncton*

- the contract was signed at the Board meeting.
- Réal LeClerc was provided with the advance cheque.
- the next meeting of the conference committee is December 2, 2006.
- the conference committee is accepting recommendations for Keynote Speakers.
- it was noted that the Feminist Network Chapter had requested having input into potential speakers for the conference.
- the Pilot Project for students is generating a great deal of excitement.
- a description is contained in the Board binders.
- this is a Pilot from which CCA will gather data.
- this data will assist the Board in determining if the project should continue.
- Michel Turcotte asked for clarification regarding the eligibility of students for the Pilot Project.
- the applicants must be from New Brunswick and indicate that they will volunteer for the Moncton conference.
- Michel Turcotte indicated that another method would be to pick one student from each province.
- it was noted that one of the goals of the program was to have students form a group to raise funds to attend the conference as airfare is not covered.
- Michel's comment is noted and will be considered when the Pilot Program is reviewed and evaluated.
- Connie Gerwing asked if the program could consider recent graduates as this would assist in her conference planning activities.

### ***2009 Saskatoon***

- the conference organizing committee has chosen Saskatoon as the location of the conference.
- Connie Gerwing indicated that the Saskatchewan School Counsellors Association would be helping to organize the conference.
- Barb MacCallum indicated that she would send draft agreements to Connie Gerwing.
- she will also send the Conference Planning Guide that Vivian Lalande developed.
- the Agreement is the next step.

### **General Items**

- Michel Turcotte asked if CCA had considered organizing conferences centrally.
- this would allow the retention of knowledge about conference organization.
- it would also allow the retention of information about national sponsors etc.
- Réal LeClerc noted that the conference needs to retain its local identity.
- there are disadvantages and advantages to a central organizing committee.
- the local organizing committee could be responsible for social events, the program and the central group could be responsible for logistics.
- it was agreed that a committee would be formed to study the idea.
- the committee will report to the Board in May 2007.
- Lorne Flavelle agreed to chair the committee.
- Michel Turcotte, Lynda Younghusband, Lorne Flavelle, and Réal LeClerc will be the committee members.
- it was also suggested that Vivian Lalande be contacted as she was the author of the conference organizing guide.

### ***Universities as Associate Members***

- Connie Gerwing noted that the University of Regina is not a member of CCA.
- there should be a way to promote CCA Associate memberships to institutions.
- Barb MacCallum indicated that she could develop a package to be sent to the Counsellor Educators at each University where there was a counselling program to encourage them to join CCA as an Associate member.
- Connie Gerwing also requested a method of contacting Campus Alberta students.
- it was suggested that she contact Sandra Collins.

## **7. Code of Ethics**

- Michel Turcotte outlined the method used to review and revise the French translation of the new Code of Ethics (July 2006).

**Motion:** To accept in principle the English and French translations of the CCA Code of Ethics (July 2006) pending a final review of the English and French language versions at the January 2007 Board meeting.

**Moved by Ron Lehr. Seconded by Maria De Cicco.  
CARRIED**

## 8. Committee Reports

### **Membership Committee – Maria De Cicco**

- Maria reported on the many activities of this committee and thanked the members of the committee for their hard work.
  - ***Cognica Name Change***
    - the few members who provided feedback primarily indicated that the name was fine and that they would prefer it to stay the same.
  - ***Counsellor Mobility Document***
    - thank you to Janice Tester for taking on the task of assembling this document and to Lorna Martin for her work in providing a template.
    - Michel Turcotte indicated that he has some information that can be added.
    - the New Brunswick information was provided at the meeting by Maxine.
    - it is the intent of the Committee to finalize this document by the end of December and to have it posted on the website early in 2007.
    - the document will not be fully bilingual.
    - common sections will be in both languages.
    - other information will be in the language of origin for each province.

### ***Student Newsletter***

- the second edition of the student newsletter was distributed in October 2006.
- Maria noted that there was overwhelming response to her call for submissions.
- articles that could not be placed in the newsletter will be put in the Student's Corner in Cognica.
- some articles were not appropriate for the Student Newsletter but will be used in later editions of Cognica.
- it was noted that this was an excellent recruitment initiative.
- the entire membership will be notified of this newsletter next week.
- currently notification has only gone to the Counsellor Educators.
- the Board congratulated the committee on a job well done.

### ***Mentorship Program***

- there has been little response to this initiative.
- Michel Turcotte noted that resources need to be put in place to develop a program such as this.

- CCA would need to develop a database of members willing to be mentors.
- often support for the mentors needs to be provided, i.e. a train the trainer for mentors.
- when Directors are speaking with students they can ask what a mentorship program would look like for them.
- Maria noted that it was the intent of the committee to gauge interest in the initiative.
- if sufficient interest was received then a new committee would be formed to determine the details of the program.

***PowerPoint Presentation***

- Mona Chevalier is working on revamping the presentation to make it less text heavy.

***Student Graduate Reduced Fee Program***

- Barb MacCallum explained the details of this program.
- it is still in its first year.
- once one year has passed the details will be placed on the website.

- David Paterson thanked the committee on behalf of the Board for the excellent work that they have done.

**Certification Committee – Michel Turcotte**

- Michel Turcotte tabled the report of the Certification Committee.

**Motion:** That the Board proceed to an in camera session.

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

- it was agreed that items #1 and #3 would be discussed and that item #2 would not be discussed pending advice from CCA's legal counsel.

**Issue #1 – Mature Applicants Without a Practicum**

- Michel Turcotte provided the rationale for Issue #1.
- Réal LeClerc indicated that he was not in favour of the criteria as documented.
- he suggested that applicants contact their university to determine if there is a way to obtain the practicum through the university.
- Lorna Martin noted that the criteria is restricted to mature applicants (pre 1990).
- applicants in rural and remote areas may not have access to, nor the ability to attend university classes.
- it may be culturally inappropriate to ask them to do so.
- it was also suggested that the Board needs to consider competencies vs. credentials.

- it also may appear that CCA is undertaking a regulatory responsibility and there was reluctance to do so.
- Michel Turcotte indicated that there is an implicit assumption in the discussion that a university practicum is better than an outside practicum.
- CCA does not monitor supervisors i.e. we rely on the university to do that.
- some supervisors are not eligible for CCC as they do not have a practicum.
- Michel Turcotte indicated that the proposal suggests that someone who is currently regulated provide the reference so that this person is subject to sanctions if a false reference is provided.
- it was suggested that CCA needs to ensure that a formally agreed upon supervisory relationship which stipulates the number of hours and the relationship to the candidate is in place, i.e. the supervisor must be outside the current place of work of the applicant.
- 3-5 years of practice must also be a requirement.

### **Issue #3 – Leave of Absence**

- Maria noted that she thought it might be difficult for members on maternity leave to maintain CEU's.
- perhaps they should be given a grace period.
- Barb MacCallum indicated that she would check with the insurance provider re any implications with regard to this suggestion.
- perhaps a non-practicing membership category should be established for those with CCC who do not wish to give up their CCC but are not practicing.
- Loree Warren commented that the membership fees are very reasonable compared to other organizations.
- David Paterson thanked Michel Turcotte and his committee for their work.
- it was agreed that the Certification Committee would engage the members of the Counsellor Educators Chapter to discuss issues #1 and #2 in the report.
- Barb MacCallum will investigate the issues related to #3 with the insurance company.

### **Bilingualism and Biculturalism Committee – Réal LeClerc**

- Réal LeClerc noted that this committee was formed in Montreal in April 2006.
- Barb MacCallum prepared a report for the committee which outlined the Bilingual activities undertaken by CCA in the course of its 41 year history.
- a summary of this report is in the Board binders.
- Réal LeClerc thanked Barb MacCallum for the excellent work that she did on this report.
- the committee has met once to review the report.
- Réal LeClerc also attended a Chapter President's conference call to ask for their input.
- he has received some information from two Chapter Presidents.

### **Ethics Committee – Corrine Hendricken-Eldershaw**

- Corrine reported on the activities of her committee.

- there has been an increase in complaints and sanctions as our membership grows.
- Corrine noted that Mel Loncaric has not been able to join the committee due to his work on Conference 2007.
- Corrine indicated that procedures are working very well with National Office.
- one of the issues that has arisen is the public disclosure of disciplinary sanctions.
- CCA legal counsel has indicated that:

*“My first response to your query would be that in order to avoid any misunderstanding regarding disclosure of information concerning your members, you should obtain their consent regarding the collection, use and disclosure of any personal information (including their standing within the CCA). You should reserve a section on each of your membership application forms clearly stating that by becoming a member of the CCA, the member agrees that CCA will collect, utilize and disclose personal information regarding their status within the CCA and other information required to comply with your mission of protecting the interest of the public as a whole.*

*By enacting this practice, you should avoid facing any valid lawsuit although I insist on the term “valid” because nothing can guarantee the CCA from not having to face a “frivolous” lawsuit as in the Ferguson case. Anyone can sue for anything. I also encourage you to review the following document that provides guidelines to assist you in enacting the necessary provisions in your regulations and by-laws with respect to privacy matters.*

[http://www.privcom.gc.ca/information/guide\\_e.pdf](http://www.privcom.gc.ca/information/guide_e.pdf)

**Motion:** that the CCA Board approve reserving a section on the membership application form and renewal form clearly stating that by becoming a member of CCA, the member agrees that CCA will collect, utilize and disclose only personal information regarding their status within the CCA and other information required to comply with its mission of protecting the interest of the public as a whole.

**Moved by Corrine Hendricken-Eldershaw. Seconded by Lorna Martin.**

**CARRIED**

- it was noted that it will take one year to complete this process as the new statement will be signed as each member renews.

***Awards Committee – Lorelee Warren***

- award nominations close on December 15, 2006.
- Lorelee Warren encouraged everyone to use their networks to promote the awards.
- she also encouraged people to volunteer to be part of the adjudication panels.
- an outstanding item is to determine the criteria for the Lorne Flavelle Award which was first given in Montreal.
- the committee agreed to provide criteria to the Board.
- there are also special awards such as the Honorary Life Membership Award and Professional Contribution Award.

- nominations should be provided to the Board prior to the next Board meeting in January.
- a list of accomplishments should be included with the nominee's name to assist other members of the Board in evaluating the nomination.

***Liaison and Advocacy Committee – Lorna Martin***

- Lorna Martin indicated that the written committee report covers the activities of the committee.
- the most urgent matter is the decision about the logo.
- nine options were presented for consideration.
- Lorna Martin indicated that the first decision was to determine if a new logo was desired.
- a straw poll indicated that 8 members felt yes and 4 members no.
- this led to a discussion regarding the development of a new logo.
- using a design company could cost any where from \$5,000-15,000 depending on the complexity of the work performed.
- it was decided that the Board could select a logo from the 9 options presented.
- it was also decided that the decision would be made by majority vote.
- it was agreed that the new logo would be phased in gradually.

**Motion:** To select Option #7, with one change i.e. that the letters in the logo would be in one colour (Blue), as the new logo for CCA.

**Moved by Michel Turcotte. Seconded by Bruce Bailey.**

**YES: 8**

**NO: 5**

**ABSTAIN: 3**

**CARRIED**

- Lorna Martin thanked her committee for their work.
- David Paterson thanked Lorna Martin on behalf of the Board for her leadership and hard work.

**CACEP**

- CACEP is required to nominate its members for approval by the Board.
- Karen Wright's term has lapsed.
- David Paterson will contact Sharon Robertson on behalf of the Board to ensure that nominations are in place.
- current members will be encouraged to continue as the corporate history of this council is extremely important.

**Motion:** The President of CCA on behalf of the Board of Directors will contact CACEP to address the nomination of the Council members.

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

**CARRIED**

## 9. **Director and Chapter Updates**

- David Paterson invited the Directors to report on their provinces, paying particular attention to the regulatory issues in their province.
- he also noted that the Director's reports are in the Board binders so their verbal reports could serve to highlight any issues in their province.
- in addition, the Directors were asked to comment on any information related to their role as the liaison for a Chapter.

### **Ontario – Hope Wojcik, Mona Chevalier**

- the Ontario Coalition has been very active in lobbying the Ontario government regarding the impending legislation of Psychotherapists and Psychotherapy.
- over 1,200 letters have been sent to the Ministry of Health.
- CCA generated 150 of these letters.
- Barb MacCallum noted that the National Office Staff made over 430 telephone calls to generate the letters.
- Hope Wojcik thanked Barb MacCallum for her work with the Coalition.
- Barb MacCallum updated the Board on the activities of the Coalition and also noted that additional funds need to be raised to support the Coalition.
- Barb MacCallum also noted that she and Naseema had met with 5 Ottawa-based MPP's to educate them with regard to the legislative issues related to counsellors.
- David Paterson noted that it is difficult for the Board to support individual provincial initiatives.
- CCA has brought a national perspective to this initiative.
- the office has spend a lot of time and effort raising the money for Ontario.
- David Paterson also noted that he met with Naseema Siddiqui (Chair of the Coalition).
- Barb MacCallum was asked to distribute a summary of the Ontario issues to the Directors so that they could speak to them if asked.
- Corrine indicated that a PECIA member has a letter that the member has developed that Corrine could forward to National Office.

### **PEI – Corrine Hendricken-Eldershaw**

- PEICA has a Professional Counsellors Chapter that would like to be affiliated with CCA.
- a draft agreement is contained in the Board binder.
- the group consists of approximately 34 counsellors who are CCC.
- David Paterson indicated that the first question is whether this group's vision and mission fit with CCA's mission and vision.
- it was indicated that there is tremendous goodwill among all involved.
- the second issue related to the financial implications.
- it was agreed that the membership fee had to be 100% of current fees.
- CCA would in essence be the administrative arm that would collect fees and remit them to PEICA.

**Motion:** That the CCA Board of Directors in principle agrees to proceed with the PEICA affiliation agreement with the final version to be approved by the Board at the January 2007 meeting.

**Moved by Corrine Hendricken-Eldershaw. Seconded by Maria De Cicco.  
CARRIED**

- Corrine reported that the Competency Validation Survey was done between September 18 and October 16, 2006 in the Atlantic provinces.
- it has been completed and the 300 plus page draft report has been sent to her.
- the results are very positive.
- Corrine also reported that a meeting had been held with the Minister's office re regulation and it had been very productive.
- a number of questions had been raised and another meeting will be held.
- Corrine is President of the Career Development Chapter.
- she noted that it was disappointing to learn that the time extension to the Standards and Guidelines agreement was not approved by HRSDC.
- NATCON is not being held in January this year.
- the RFP to manage NATCON was awarded to the Conference Board and the conference will be in Toronto in March.
- Corrine indicated that there are two positions on the Career Development Chapter Executive to fill.
- the Career Development Chapter has also contributed to the Stephen Lewis fund.

**Quebec Francophone – Michel Turcotte**

- Michel Turcotte noted that as a result of the report published last year re the regulation of Psychotherapy, draft legislation is being prepared.
- there will be a grandfather clause for existing practitioners.

**Quebec Anglophone – Janice Tester**

- Janice indicated that she had taken the lead on the Counsellor Mobility Document.
- she has also recruited two new students at McGill and Concordia.

**New Brunswick – Francophone – Réal LeClerc**

- Réal LeClerc indicated that the AFCONB members were satisfied with the affiliation.
- he is currently working on speaking to those who did not renew their membership.
- some former members indicated that they liked the smaller nature of AFCONB.
- Réal LeClerc is also working with Maxine on Conference 2008.

**New Brunswick – Anglophone – Maxine MacMillan**

- Maxine indicated that she has been in touch with someone from the New Brunswick School Counsellor's Association to recruit their members into CCA.
- this could be 200 new members.
- there is a new student representative – Erin Holowaychuk

**Ontario Anglophone – Hope Wojcik**

- Hope Wojcik indicated that in addition to working on the Ontario Coalition issues, the Membership Services Committee and the Awards Committee she is the liaison for the NCR Chapter.
- this Chapter is very active.

#### **Ontario Francophone – Mona Chevalier**

- Mona Chevalier indicated that she has been involved in the Coalition work and with the Membership Services committee.
- she also is the liaison with the Feminist Network Chapter but does not have an update.

#### **Alberta – Lorelee Warren**

- it was noted that there are now four student representatives in Alberta.
- Lorelee Warren indicated that she was supportive of a CCA sponsored student conference.
- she is also the liaison for the Pastoral Chapter but has not been able to obtain an update.

#### **Manitoba - Lorna Martin**

- Lorna Martin indicated that she has found a contact in Iqualuit so that she can start connecting with her constituents in Nunavut.
- she has done a great deal of outreach and met with many students at all universities in Manitoba. This is where she recruited her current student representatives.
- this has been a great experience.
- Lorna Martin is currently preparing the third newsletter.
- Manitoba Teachers Society has struck a committee to review the certification requirements for School Counsellors.
- this is a very important step in Manitoba.

#### **Newfoundland and Labrador – Lynda Younghusband**

- Lynda noted that she has been part of the Membership Services committee.
- she has also started a journal group which has met twice.
- Lynda is the liaison for the School Counsellor`s Chapter.
- she noted that Sandi Duffield-King is looking for contributions to the School Counsellor`s newsletter.
- Sandi is also looking for members to participate in a panel in Vancouver.
- Lynda is also acting as the Interim Executive Director and is co-ordinating the Rural Mental Health Training program.
- there are ten modules on counsellor training which are being taught to health professionals via teleconference.

#### **Nova Scotia – Ron Lehr**

- Ron Lehr reported that he has recruited a new student representative named Karen Mitchell.
- the bar for counselling in the school system has been set at the Master`s level.

- the Department of Education is taking a firm line.
- NSAPC is changing its name to include Psychotherapy.
- the certification title will be changed to RCT – Registered Counselling Therapist.
- Ron has been working at forming the Social Justice Chapter.
- he has received a great deal of response on this chapter.

#### **British Columbia – Bruce Bailey**

- the BC Chapter is growing and thriving.
- this year they will be having a professional development day for students in Victoria.
- Bruce Bailey is working at organizing a Group Counselling Chapter.
- he hopes the inaugural meeting will be at the conference in May 2007.

#### **Saskatchewan – Connie Gerwing**

- Connie Gerwing indicated that in Saskatchewan there is no movement toward certifying School Counsellors.
- she commented on the study that has been completed by CCDF which indicated that the counsellors are a well-educated but weakly professionalized group.

#### **Private Practitioners Chapter – Lorne Flavelle**

- Lorne noted that Lucy MacDonald has been in transition as she has moved from Quebec to Ontario.
- their concern is, as always, Third Party Billing.

#### **Counsellor Educators – Maria De Cicco**

- Maria is the liaison for the Counsellor Educator Chapter.
- a report has been provided in the Board binder.
- David Paterson thanked the Board for their level of activity.
- one of the questions that needs to be examined is whether the new Board will continue the liaison program with the Chapters.
- the Chapter President's are also connected via a monthly teleconference chaired by Barb MacCallum.

### **10. Chapter Issues**

#### **Counsellor Educators Chapter**

**Motion:** To receive and approve the changes to the Counsellor Educator Chapter By-laws once a clerical matter relating to the wording of the by-laws has been resolved by National Office.

**Moved by Loralee Warren. Seconded by Mona Chevalier.  
CARRIED**

#### **Career Development Chapter**

**Motion:** To receive and approve the changes to the Career Development Chapter By-laws.

**Moved by Corrine Hendricken-Eldershaw. Seconded by Mona Chevalier.**

**CARRIED**

**Atlantic Chapter**

- the Executive of the Atlantic Chapter has put forward a plan for the dissolution of the chapter.
- Ron Lehr asked if this was the will of the chapter members or the Executive.
- it was noted that Pam Smith-Sproul has had problems staffing the Executive despite several attempts to recruit members of the Chapter.
- a discussion was held with regard to this issue.
- in some cases a chapter dissolves because members have become involved in other chapters.
- Lorelee Warren suggested that there might be merit in going back to the membership.
- it was agreed that the five directors in the Atlantic provinces will consult and contact members to determine what the course of action should be.
- this chapter might be important in the future regarding regulation.
- the demographics of the Atlantic province – how many members are in each province might be useful.

**Motion:** To dissolve the Atlantic Chapter.

**Moved by Corrine Hendricken-Eldershaw. Seconded by Lorelee Warren.**

**Motion:** To table the motion to dissolve the Atlantic Chapter until a group of the Atlantic Directors has a chance to evaluate the steps taken.

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

**CARRIED**

**Aboriginal Chapter**

- David Paterson noted the correspondence in the Board binder regarding the potential dissolution of this chapter.
- without leadership it is difficult to maintain this chapter.
- Rod McCormick has expressed his opinions several times since the Montreal Conference and has submitted an article for Cognica.
- this article will be published in the next issue of Cognica.
- it will be published as received.
- it will also be translated into French.
- Roger John will be asked to activate the leadership in the Chapter.
- a meeting will be scheduled for this group in Vancouver if so desired.
- it should be confirmed to members that CCA is willing to create a leadership structure open to their needs.
- a letter of confirmation that is culturally appropriate should be sent.
- David Paterson indicated that he would draft this letter and take the Board's guidance.

### **Chapter Schedule for Review of By-Laws**

**Motion:** To instruct the National Office to develop a schedule for by-law review such that each Chapter's by-laws would be reviewed on a 3-5 year schedule and to communicate this schedule to the Chapter Presidents.

**Moved by Maria De Cicco. Seconded by Lorne Flavelle.  
CARRIED**

- it was noted that this does not restrict chapters to this schedule.
- it ensures that the by-laws will be reviewed periodically.

### **Social Justice Chapter**

- the objectives of this chapter have been noted in the Board binder.

**Motion:** That CCA form a Social Justice Chapter.

**Moved by Ron Lehr. Seconded by Janice Tester.  
CARRIED**

- Ron Lehr will take on the responsibility of forming this chapter.
- there are over 60 people who have expressed interest.
- the first meeting will be in May in Vancouver.

### **Chapter Formation**

- it was also noted that CCA should review the criteria for forming a chapter.
- perhaps the requirement of 25 interested people should be increased as CCA is now much larger than it was when the original guidelines were developed.
- perhaps a percentage of the membership should be required.
- a discussion was held on the reason for Chapter formation.
- it was noted that chapters serve as a place where members with common interests can congregate either via teleconference or at the national conference.
- some members think that a large organization can be impersonal and Chapters are more personal.
- Chapters provide more windows of opportunity for members to connect in different ways.
- Bruce Bailey noted that he is continuing to work on the Group Counselling Chapter.

## **11. Competency Model Validation**

- David Paterson reviewed the history of this initiative and noted the proposal from David Cane in the Board binder.
- it was noted that the competencies have been validated with Anglophone populations in BC, PEI, NB, NS.
- the proposal allows for a full national, bilingual validation.
- CCA has allocated the funds to translate the competencies and this is as far as the project has been taken.
- Ron Lehr noted that he thought it was a great idea for CCA to support this.
- Corrine noted that there might be some issues with CCA undertaking the validation as PEI, NB and NS have already paid for the Anglophone validation in those provinces.

- if CCA supports this validation it will cover the population of counsellors who are CCA members who have not been able to participate in previous validations.
- it should be noted that there would not be enough support at provincial level to do this in SK and MN if CCA was not involved.
- David Paterson will communicate with the groups in the Atlantic provinces who were involved in the earlier validation.

**Motion:** CCA proceed with the validation of the competency model across Canada in an equitable fashion to be determined by the Executive of CCA.

**Moved by Ron Lehr. Seconded by Lorna Martin.  
CARRIED**

**12. Third Party Billing**

- Tony Conte was scheduled to present but was not able to, therefore Barb MacCallum presented his report.
- Tony had contacted all of the major insurance companies and they had advised him to approach the Insurance Association of Canada.
- the companies also indicated that counsellors need to be regulated in order to obtain Third Party Billing.
- the Insurance Association had reacted positively to CCA presenting at their October Board meeting.
- but when Tony attempted to finalize the agenda item they stopped responding.
- Tony believes that the insurance companies are watching the Ontario situation closely.
- Tony Conte has completed all of the work that he can do for CCA and has advised CCA to put all of its resources toward the regulatory process.
- Barb MacCallum also noted that in BC the provincial employees now have the option of having counsellors covered by their health plan but only counsellors with RCC status qualify.
- Barb MacCallum has been in contact with the BC provincial government, but the authorities refuse to have a telephone conversation and will not include CCC.
- Lorna Martin indicated that she has a contact that she will forward to Barb.

**13. CEU Credit Hours**

- a request has been made by National Office to change the continuing education unit requirements from 4 Credits (4 times 6 = 24 hours) to 24 Credit Hours.
- this would be simpler for members to understand.
- it was noted that the formula was originally developed to prevent the use of 24 one-hour sessions from qualifying.
- however, it was noted that often a one-hour session could be more beneficial than a half-day seminar.

**Motion:** To allow the National Office to review the documentation and standards relating to CEU's and to provide a proposal at the January 2007 Board Meeting.

**Moved by Lorelee Warren. Seconded by Réal LeClerc.  
CARRIED**

**14. Website**

- David Paterson and Barb MacCallum reviewed the issues surrounding the launch of the new website.
- Barb MacCallum has proposed that a bare bones site be soft-launched and then completed over time.
- this plan met with approval and understanding.

**15. CJC**

- David Paterson referred the Director's to the report in the Board binders from Vivian Lalande.
- the SSHRC grant is less likely if we do not move toward an online system.

**Motion:** To receive the CJC report from Vivian Lalande and to proceed as recommended.

**Moved by Corrine Hendricken-Eldershaw. Seconded by Mona Chevalier.  
CARRIED**

**16. Final Reports from Board Committees**

- a request has been made for the committees to submit final reports in the following format:
  - Name of Committee
  - Committee Composition and Mandate
  - Activates and Accomplishments
  - Future Priorities
- these reports are due prior to the Vancouver Board Meeting.

**17. Awards**

- the Awards Committee tabled the official name and criteria for the Lorne Flavelle Award.
- this material will be posted on the website.

**Motion:** To accept the title and criteria for the Lorne Flavelle Award and to add this award to the CCA Awards program.

**Moved by Lorelee Warren. Seconded by Maria De Cicco.  
CARRIED**

**18. Next Meeting**

The next meeting will be held via teleconference on January 15, 2007 at 5:45 p.m. (Ottawa time)

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

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

**Motion:** To adjourn the meeting.

**Moved by Corrine Hendricken-Eldershaw.  
CARRIED**

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President

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Date

## SUMMARY OF MOTIONS

**Motion:** To approve the agenda.

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

**Motion:** To accept the minutes of the March 30-31, 2006 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Maria De Cicco. Seconded by Lorna Martin.  
CARRIED**

**Motion:** To receive the financial report as presented.

**Moved by Lorelee Warren. Seconded by Maxine MacMillan.  
CARRIED**

**Motion:** To thank Lorne Flavelle for the excellent job he did at the deposition and the time and energy spent representing CCA at the deposition. .

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

**Motion:** To accept in principle the English and French translations of the CCA Code of Ethics (July 2006) pending a final review of the English and French language versions at the January 2007 Board meeting.

**Moved by Ron Lehr. Seconded by Maria De Cicco.  
CARRIED**

**Motion:** That the Board proceed to an in camera session.

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

**Motion:** that the CCA Board approve reserving a section on the membership application form and the renewal form clearly stating that by becoming a member of CCA, the member agrees that CCA will collect, utilize and disclose only personal information regarding their status within the CCA and other information required to comply with its mission of protecting the interest of the public as a whole.

**Moved by Corrine Hendricken-Eldershaw. Seconded by Lorna Martin.  
CARRIED**

**Motion:** To select Option #7, with one change i.e. that the letters in the logo would be in one colour (Blue), as the new logo for CCA.

**Moved by Michel Turcotte. Seconded by Bruce Bailey.  
YES: 8  
NO: 5  
ABSTAIN: 3  
CARRIED**

**Motion:** The President of CCA on behalf of the Board of Directors will contact CACEP to address the nomination of the Council members.

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

**Motion:** That the CCA Board of Directors in principle agrees to proceed with the PEICA affiliation agreement with the final version to be approved by the Board at the January 2007 meeting.

**Moved by Corrine Hendricken-Eldershaw. Seconded by Maria De Cicco.  
CARRIED**

**Motion:** To receive and approve the changes to the Counsellor Educator Chapter By-laws once a clerical matter relating to the wording of the by-laws has been resolved by National Office.

**Moved by Lorelee Warren. Seconded by Mona Chevalier.  
CARRIED**

**Motion:** To receive and approve the changes to the Career Development Chapter By-laws.

**Moved by Corrine Hendricken-Eldershaw. Seconded by Mona Chevalier.  
CARRIED**

**Motion:** To dissolve the Atlantic Chapter.

**Moved by Corrine Hendricken-Eldershaw. Seconded by Lorelee Warren.**

**Motion:** To table the motion to dissolve the Atlantic Chapter until a group of the Atlantic Directors has a chance to evaluate the steps taken.

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

**Motion:** To instruct the National Office to develop a schedule for by-law review such that each Chapter's by-laws would be reviewed on a 3-5 year schedule and to communicate this schedule to the Chapter Presidents.

**Moved by Maria De Cicco. Seconded by Lorne Flavelle.  
CARRIED**

**Motion:** That CCA form a Social Justice Chapter.

**Moved by Ron Lehr. Seconded by Janice Tester.  
CARRIED**

**Motion:** CCA proceed with the validation of the competency model across Canada in an equitable fashion to be determined by the Executive of CCA.

**Moved by Ron Lehr. Seconded by Lorna Martin.  
CARRIED**

**Motion:** To allow the National Office to review the documentation and standards relating to CEU's and to provide a proposal at the January 2007 Board Meeting.

**Moved by Lorelee Warren. Seconded by Réal LeClerc.**

**CARRIED**

**Motion:** To receive the CJC report from Vivian Lalande and to proceed as recommended.

**Moved by Corrine Hendricken-Eldershaw. Seconded by Mona Chevalier.**

**CARRIED**

**Motion:** To accept the title and criteria for the Lorne Flavelle Award and to add this award to the CCA Awards program.

**Moved by Lorelee Warren. Seconded by Maria De Cicco.**

**CARRIED**

**Motion:** To adjourn the meeting.

**Moved by Corrine Hendricken-Eldershaw.**

**CARRIED**

### SUMMARY OF TASKS

| Item | Agenda Reference | Item  | Date                  | Responsibility     |
|------|------------------|---|-----------------------|--------------------|
| 1.   | 6                | Send draft agreements and Conference Planning Guide to Connie Gerwing.  | Nov 30, 2006          | Barb MacCallum     |
| 2.   | 6                | Chair Conference Committee and report to Board in May 2007  | May 2007              | Lorne Flavelle     |
| 3.   | 6                | Develop a package to be sent to the Counsellor Educators at each University where there was a counselling program to encourage them to join CCA as an Associate member.   | Jan 2007              | Barb MacCallum     |
| 4.   | 7                | Provide final changes to the Code of Ethics.  | Dec 31, 2006          | Board of Directors |
| 5.   | 8                | Finalize the Counsellor Mobility Document.  | Dec 20, 2006          | Maria De Cicco     |
| 6.   | 8                | Notify membership of latest edition of the Student Newsletter   | Nov 25, 2006          | Barb MacCallum     |
| 7.   | 8                | Engage the members of the Counsellor Educators Chapter to discuss issues #1 and #2 in the Certification Report.   | Jan 2007              | Michel Turcotte    |
| 8.   | 8                | Investigate the issues related to issue #3 in the Certification Report with the insurance company.  | Jan 2007              | Barb MacCallum     |
| 9.   | 8                | Reserve a section on the membership application form and renewal form to clearly state that by becoming a member of CCA, the member agrees that CCA will collect, utilize and disclose only personal information regarding their status within the CCA and other information required to comply with its mission of protecting the interest of the public as a whole. | Feb 2007-<br>Jan 2008 | Barb MacCallum     |
| 10.  | 8                | Forward nominations for Honorary Lifetime Members and the Professional Contribution Award to National Office.   | Dec 15, 2006          | Board Members      |

|     |    |  |                  |   |
|-----|----|--|------------------|---|
| 11. | 8  | Contact CACEP to address the nomination of the Council members.  | Dec 15, 2006     | David Paterson  |
| 12. | 9  | Distribute a summary of the Ontario issues to the Directors so that they could speak to them if asked.   | Nov 30, 2006     | Barb MacCallum  |
| 13. | 9  | Finalize the PEICA affiliation agreement.  | January 10, 2007 | Barb MacCallum  |
| 14. | 10 | Contact Counsellor Educator Chapter re wording changes to By-laws.   | Nov 30, 2007     | Barb MacCallum  |
| 15. | 10 | Evaluate the steps taken to dissolve the Atlantic Chapter and recommend a course of action to the Board  | Jan 2007         | Ron Lehr,<br>Lynda Younghusband,<br>Maxine MacMillan,<br>Corrine Hendricken-<br>Eldershaw, Réal LeClerc |
| 16. | 10 | Determine demographics of Atlantic Chapter and distribute.   | Nov 30, 2006     | Barb MacCallum  |
| 17. | 10 | Draft a letter to the Aboriginal Chapter.  | Dec 2006         | David Paterson  |
| 18. | 10 | Develop a schedule for by-law review such that each Chapter's by-laws would be reviewed on a 3-5 year schedule and to communicate this schedule to the Chapter Presidents. | Nov 29, 2006     | Barb MacCallum  |
| 19. | 10 | Review the requirements for Chapter Formation and recommend any changes.   | May 2007         | Executive Committee   |
| 20. | 11 | Contact groups who have already validated the competencies to determine if there are any issues that need to be resolved.  | Nov 2007         | David Paterson  |
| 21. | 13 | Review the documentation and standards relating to CEU's and provide a proposal at the January 2007 Board Meeting.   | Jan 2007         | Barb MacCallum  |
| 22. | 16 | Write and submit final committee reports.  | May 2007         | Committee Chairs  |