

**CCA Board Meeting
September 27, 2007
12:00-1:15 p.m. (Ottawa time)
Teleconference**

Present: Maria De Cicco (Chair), David Paterson, Ron Lehr, Réal LeClerc, Lynda Younghusband, Michel Turcotte, Maxine MacMillan, Lorna Martin, Connie Gerwing, Mona Chevalier, June Sanderson, Linda Wheeldon, Janice Tester, Kris Magnusson, Blythe Shepard, Barbara MacCallum (Secretary).

Regrets: Hope Wojcik

Welcome

- Maria De Cicco welcomed board members and thanked everyone for taking the time to be on the call.
- Maria noted the format of the agenda.
- items had been coded to facilitate movement through the agenda.
 - I = Information
 - IM = Information leading towards a possible motion in November
 - M = Motion

Agenda

1. Approval of Agenda
2. Acceptance of Minutes
3. Conflict of Interest
4. Financial Report
5. Yorkville
6. Ontario Coalition
7. Name Change
8. Legislative Support Fund
9. Certification and Insurance
10. NATCON
11. By-Law Change
12. Private Practitioner Chapter
13. Conference 2007
14. Marketing CCA
15. Career Development Certification
16. Core Competencies for Canada's Substance Abuse Professionals
17. BACP Conference
18. IAEVG
19. Committee Reports
20. Board Reports
21. November Board Meeting
22. Adjournment

1. **Approval of the Agenda**

- Yorkville was added to the agenda.

Motion: To approve the agenda as amended

**Moved by Réal LeClerc. Seconded by Mona Chevalier.
CARRIED**

2. **Acceptance of minutes**

Motion: To accept the minutes of the May 20-21, 2007 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Linda Wheeldon. Seconded by Mona Chevalier.
CARRIED**

Motion: To accept the minutes of the June 1, 2007 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Mona Chevalier. Seconded by Blythe Shepard.
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 Report**

- the second quarter financial report had been distributed with the board agenda.
- Barb MacCallum reported that the report reflected that the financials were on track at this point in the fiscal year.
- Kris Magnusson indicated that it was very positive that the financials were within 3% of projections.
- David requested that it be noted that Connie Gerwing and Barb MacCallum have done an excellent job in the presentation and explanation of the financial data.
- he noted that in the past, obtaining this data had been difficult, as it had not been reported in a clear manner.
- Connie Gerwing indicated her thanks to Barb MacCallum for her solid financial work.

5. **Yorkville**

- CCA has been advised by legal counsel that the Yorkville matter has been set down to trial.
- the trial will be held in New Brunswick.
- CCA will be notified of the trial date within one month.
- Barb MacCallum noted that when the matter went to trial there will be a drain on resources at the National Office.
- board members were reminded that they should refrain from discussing the matter without CCA legal counsel present.
- David Paterson asked if the CCA insurance covered staff time used to prepare for the trial.

- the insurance covers court costs and legal counsel.

6. Ontario Coalition

- Barb MacCallum provided an update on the activities of the Ontario Coalition.
- she noted that there will be a workshop on September 29 and 30 to develop the entry-level competencies for Psychotherapists and Registered Mental Health Therapists in Ontario.
- André Samson will be representing CCA and Barb MacCallum will be a co-facilitator with David Cane.
- Michel asked if other competency profiles will be considered.
- Barb indicated that if Michel would send these to her they could be introduced at the workshop.

7. Name Change

- the discussion of a name change has been mentioned in Cognica articles and was briefly discussed at the last board meeting.
- acting on this issue may be of particular importance in Ontario as the new College is being formed.
- it was also noted that if CCA is going to embark on revamping its marketing materials etc., then the name change should be considered fully and a decision made before any materials are developed.
- Ron Lehr spoke in favour of changing the name.
- he indicated that in Nova Scotia the term counselling is too generic and not well understood.
- Michel Turcotte and Mona Chevalier requested that research be conducted regarding any regulation or rule that would prevent the association from having both Counsellors and Psychotherapists as members.
- Barb MacCallum will consult with legal counsel on this matter.
- the possibility of a name change will be put on the board agenda for November.

8. Legislative Support Fund

- a document outlining the Legislative Support Fund and a process that might be followed had been distributed prior to the board meeting.
- a request was made to determine prior to the November board meeting how much money has currently been collected from the Ontario members.
- this would give some sense of the matching funds since January 2006.
- Kris Magnusson also noted that it might be prudent to put a hard cap on the fund and revise it if necessary.
- this would be easier than to do an extraordinary resolution to cap the fund.
- it was also felt that elaboration was required on what point in the legislative process the fund could be used.

9. Certification and Insurance

- Barb MacCallum outlined an issue that had been uncovered.

- the CCC policy require that certified counsellors complete 24 hours of continuing education every three years.
- in the process of determining if any certificates were to be suspended, an anomaly in the process was discovered.
- there are three groups of practitioners whose status is being questioned:
 - a group who are certified but who have not completed 24 hours of continuing education. This will potentially affect their insurance which they have obtained through their CCC status.
 - a group of 98 who were grandfathered and okay for insurance when the new membership categories were established in 2001. These practitioners are not required to complete CE credits. A change in the policy could affect their insurance status.
 - a group of 8 who have been judged certifiable and okay for insurance since 2001 but who have not maintained their certification nor maintained CE credits.
- it was agreed that a policy needs to be developed to ensure that these groups are treated equally.
- the Policy Sub-Committee could present a policy in November at the board meeting.

10. NATCON

- Barb MacCallum noted that NATCON exhibitor requests had been received.
- last year the cost to attend NATCON was approximately \$3,000.
- Barb requested confirmation that CCA was to attend this year.
- it was agreed that board members would compile their own lists of potential conferences to attend and a full discussion would be held at the board meeting in November as to which conferences should be attended by CCA.

11. Private Practitioners Chapter

- the Private Practitioners Chapter will be holding a webinar as a pilot project.
- the webinar will be held in the fall.
- Barb MacCallum has been working with Lorne Flavelle and Pat Donihee to reactivate this chapter.

12. By-Law Change

- proposed wording for the new by-law was presented.
- Lorna Martin agreed to work on some revised wording.
- the new by-law must be distributed prior to the May AGM.

13. Conference 2007

- Barb MacCallum noted that recent correspondence from the BC Conference Committee had indicated that there will not be a profit from the conference.
- the final financials are not yet available.

14. Marketing CCA

- Barb MacCallum noted that it would be important for CCA to consider a rebranding exercise.
- as regulation becomes more prominent in each province, CCA will have to repurpose its services.
- she had received a proposal from a company which could be used as an example.
- this proposal would give the Board an idea of what such an exercise would cost and its components.
- the company which had submitted the proposal had agreed that they could come to Montreal and make a one hour presentation.
- Barb MacCallum indicated that she thought this would be an excellent orientation for the Board.
- the company is fully bilingual, works a great deal with NGO's and understands the issues faced by NGO's.
- Kris Magnusson expressed a concern that an RFP or RFI process had not been followed.
- it was requested that before the company was invited to come to Montreal, a letter be sent to them to indicate that they were coming to make a presentation only and that there should be no expectations regarding the proposal.
- this brought to light the issue that CCA currently does not have a policy with regard to contracts such as this.
- this is something for the Policy Sub-committee to consider.

15. Career Development Certification

- deferred due to lack of time.

16. Core Competencies for Canada's Substance Abuse Professionals

- deferred due to lack of time.

17. BACP Conference

- deferred due to lack of time.

18. IAEVG

- deferred due to lack of time.

19. Committee Reports

- these reports are due on October 22, 2007.

20. Board Reports

- these reports are due on October 22, 2007.

21. November Board Meeting

- discussion of the agenda was deferred due to lack of time.

22. **Adjournment**

The meeting adjourned at 1:15 p.m. (Ottawa time).

Motion: To adjourn the meeting.

**Moved by Maxine MacMillan.
CARRIED**

President

Date

SUMMARY OF TASKS

Item	Agenda Reference	Item	Date	Responsibility
1.	7	Conduct research regarding any regulation or rule that would prevent the association from having both Counsellors and Psychotherapists as members.	Nov 3, 2007	Executive Director
2.	8	Determine how much money has currently been collected from the Ontario members.	Nov 3, 2007	Executive Director
3.	8	Revise Legislative Support Fund document	Nov 3, 2007	
4	9	Develop a policy regarding Certification and Insurance	Nov 3, 2007	Policy Sub-Committee
5	10	Compile a list of potential conferences for CCA to attend	Nov 3, 2007	Board Members
6	12	By-law revision	Oct 22, 2007	Lorna Martin
7	14	Before the marketing company is invited to come to Montreal, a letter should be sent to them to indicate that they were coming to make a presentation only and that there should be no expectations regarding the proposal.	Oct 15, 2007	Barb MacCallum
8	14	Policy regarding contracts	Nov 3, 2007	Policy Sub-Committee

SUMMARY OF MOTIONS

Motion: To approve the agenda as amended

**Moved by Réal LeClerc. Seconded by Mona Chevalier.
CARRIED**

Motion: To accept the minutes of the May 20-21, 2007 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Linda Wheeldon. Seconded by Mona Chevalier.
CARRIED**

Motion: To accept the minutes of the June 1, 2007 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Mona Chevalier. Seconded by Blythe Shepard.
CARRIED**