

**CCA Board Meeting
November 3-4, 2007
9:00 a.m. – 5:00 p.m.
9:00 a.m. - 4:00 p.m.
Montreal, Quebec**

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 Shephard, Hope Wojcik, Barbara MacCallum (Secretary).

Welcome

- Maria De Cicco welcomed board members and thanked everyone for taking the time to be in Montreal over the weekend.
- Maria also thanked the Executive Committee members for being so supportive and assisting her in her role.

Agenda

1. Approval of Agenda
2. Acceptance of Minutes
3. Conflict of Interest Declaration
4. Director's Reports
5. By-Law Changes
6. CJC Report
7. Committee Reports
8. Conference Update
9. Procedures for Processing Ethical Complaints
10. Ontario Coalition
11. Possible Name Change of CCA
12. Legislative Support Fund
13. CCA Conference Attendance
14. Marketing CCA
15. CACEP
16. IAEVG
17. Volunteer Responsibilities
18. Committee Reports and Action Plans for Next 100 Days
19. Certification and Insurance
20. Next Board Meeting
21. Adjournment

1. **Approval of the Agenda**

Motion: To approve the agenda as amended.

Moved by Mona Chevalier. Seconded by Réal LeClerc.

CARRIED

2. **Acceptance of minutes**

- a request was made to correct the wording of the following item in the September 27, 2007 minutes to:
 - Michel Turcotte and Mona Chevalier requested that legal research be conducted regarding any regulation or rule that would prevent the name of the association from referring to Counsellors and Psychotherapists.
- a request was made to refer to “RFP” and RFI” in section 14 of the French minutes.
- it was also suggested that in future these acronyms be spelled out rather than left as acronyms.

Motion: To accept the minutes of the September 27, 2007 meeting as amended as accurately reflecting the discussions and decisions of the Board.

Moved by Mona Chevalier. Seconded by Linda Wheeldon.

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 with the exception of Michel Turcotte.
- Michel Turcotte indicated that he may have a conflict with regard to the IAIEVG agenda item.

4. **Director’s Reports**

- Maria De Cicco requested that Directors focus their comments on issues or concerns that had not already been covered in their written reports.
- Barb MacCallum requested that Directors who distributed the hard copies of their reports at the meeting, submit softcopies to the National Office.

Newfoundland and Labrador – Lynda Younghusband

- Lynda noted that she has received a number of calls as a result of the newsletter she sent out.
- she is also getting calls about the program at Memorial.
- she is pleased that the group that is meeting each month is growing larger.
- two workshops will be held:
 - Glenn Sheppard will conduct a workshop on PTSD (Post Traumatic Stress Disorder).
 - Olga Heath will conduct a work shop on Eating Disorders.

New Brunswick – Anglophone – Maxine MacMillan

- Maxine noted that she had connected with Anne Vine with respect to the Private Practitioners Chapter.
- she has passed Anne’s contact information to Lorne Flavelle and Patricia Donihee

- Anne would be most happy to have an Executive role with the Private Practitioners Chapter.

New Brunswick – Francophone - Réal LeClerc

- Réal noted that he had attended the AFCONB AGM and reasserted the connection between CCA and AFCONB.
- he will cover items related to the Bilingualism and Biculturalism Committee and the Aboriginal Chapter and Conference 2008 when those topics are discussed on the agenda.
- he noted that he is not sure that the requests of the Aboriginal Chapter can be met by the conference organizers.
- Réal will connect with Blythe Shepard as she has the opportunity to meet with Roger John.

Nova Scotia – Linda Wheeldon

- Linda noted that because of the strike at Acadia she was not connected via email and therefore could not submit her report.
- she noted that employment for master's level counsellors in Nova Scotia continues to be a large concern.
- she also noted that EAP's are paying Psychologists much higher fees than counsellors.
- a new student representative has been recruited but the strike has interfered with moving ahead.

Prince Edward Island – June Sanderson

- the collaboration with PEICA has continued.
- the election has resulted in a new party being in power.
- the relationships that had been forged with the previous government now must be rebuilt with the new government.
- June is trying to connect the School Counsellors Chapter with the Canadian Association of School Health.
- June also noted that UPEI and the University of Waterloo will be writing an assessment on safe schools.

Quebec - Anglophone – Janice Tester

- two student representatives have been recruited.
- one will focus on QCA and the student's fees will be paid by QCA.
- the other will focus on CCA.
- Janice has found that distributing professional development opportunities has resulted in positive feedback from her members.
- Janice has attended a QCA board meeting and indicated that the affiliation between QCA and CCA remains strong.

Quebec - Francophone – Michel Turcotte

- Michel noted that he created a partnership between the Moncton conference organizers and a group from Montreal, such that the Montreal group will have their two day conference just before the Moncton conference.
- the regulation of Psychotherapists in Quebec continues to move forward.
- the law should be introduced this fall.
- Michel provided a report which described how the titles would be implemented in Quebec and the Colleges involved.

Ontario - Anglophone – Hope Wojcik

- Bill 171 was passed and received Royal Assent on June 4, 2007.
- the NCR Chapter will be sponsoring another fundraiser to support the activities of the Coalition in Ontario.
- the NCR Chapter continues to be active, holding multiple professional development opportunities.

Ontario - Francophone – Mona Chevalier

- Mona has recruited a student representative at the University of Ottawa.
- at St. Paul University the same student is sharing both Anglophone and Francophone responsibilities.
- Mona will be presenting at the St. Paul University on November 5, 2007 and at Ottawa University on November 13, 2007.
- Mona also attended an NCR Chapter meeting and is planning another event for Francophones this winter.
- the subject of the event will be Emotion Focussed Therapy.

Manitoba/Nunavut – Lorna Martin

- Lorna noted that she had distributed the Manitoba Source Book to board members.
- additional copies could be requested from Lorna in English or French.
- Lorna noted that recent immigration to Manitoba has resulted in a large immigrant population that has suffered from trauma related to dislocation, tragedy, and violence.
- this population also has, in many cases, limited education.
- this has put increased pressure on the mental health professionals in Manitoba and has resulted in an increased focus in the area of mental health counselling.
- this has allowed the easier introduction of an Ethics Course at the University of Manitoba.
- there will also be a bilingual workshop on February 8, 2008 which will deal with the impact of trauma and on compassion fatigue.
- this will help educate counsellors with regard to looking after themselves and also how to recognize when the situation they are dealing with goes beyond their training.
- Lorna thanked everyone for their assistance in providing quotes for material that has been prepared.

- her next newsletter will be sent out before Christmas.

Saskatchewan – Connie Gerwing

- Connie noted that the University of Saskatchewan has a student representative in place but there has been difficulty finding one for the University of Regina.
- she also noted an issue that has arisen at the University of Regina regarding the master's level program.
 - students can either do a thesis (if they are on a Ph.D. track) or a project and a practicum.
 - this means that students who choose the thesis track cannot be certified with CCA.
 - the Certification Committee will be reviewing this case.
- Connie noted that there will be a provincial election this month in Saskatchewan.

Alberta/NWT – Kris Magnusson

- Kris noted the high profile issue in Alberta is the exclusion of counsellors from the Health Act and the restriction this has placed on employment.
 - Kris noted that the National Office has prepared a package that can be sent on behalf of counsellors which explains the CCC designation.
 - this has assisted in calming the situation.
- he also noted that the Counsellor Educator's Chapter has had discussions on the AIT and has a request for direction from the National Board on how to move forward on this issue.
- Barb MacCallum noted that she had contacted Brendan Walsh (HRSDC National Co-ordinator for the AIT) and has had discussions on this matter.
- there appears to be funding.
- the AIT is an agreement, signed at a very high level not legislation.
- counselling could be one of the first professions that looks at ensuring that regulations are consistent across provinces.
- this matter was placed in the Parking Lot for further consideration.
- Michel noted that we need to keep in mind the fact that both Ontario and Quebec will have or have legislation.

British Columbia/Yukon – Blythe Shepard

- Blythe continues to connect with Jo-Anne Stolz of the Social Justice Chapter and Roger John from the Aboriginal Circle Chapter.
- Blythe indicated that she has volunteered to be a signatory for the Aboriginal Circle but Roger John has not yet asked her to do this.
- Blythe noted the success of the fund-raising dinner involving the Social Justice Chapter.
- Blythe indicated that there is a great deal of professional development focussed in the urban areas of BC but not a lot in northern BC so she has been thinking about possible ways to connect with these members.

- many of these counsellors cannot meet our standards for professional development and have limited internet access.
- it would be important for CCA to reach out to these counsellors.
- she also noted that many people are becoming CCA members when they are students and then are switching to BCACC.
- Lorna noted that the Telehealth network might be used for education.
- also the Northern Health Authority network may be used
- Blythe also noted an issue where some institutions are looking to UVIC to provide additional practicum hours and an Ethics Course.

- Maria thanked everyone for their reports and for their efforts at Connecting, Collaborating and Communicating.
- she also noted that in order to facilitate report writing in the future she will be proposing a template.

5. By-Law Changes

Motion: To propose to the Annual General Meeting in May 2008 a change to the wording of by-law 3.4.3 to read:

3.4.3 The Director shall take office at the first Board of Directors meeting following his or her being elected or acclaimed. The term of office for Directors shall be for two years from the date on which he or she took office, and shall be effective until the first regular meeting of the Board of Directors at which new regional representatives take office in accordance with this section.

**Moved by Kris Magnusson. Seconded by David Paterson.
CARRIED**

Member Categories

- Réal LeClerc noted that there was a concern that had arisen regarding the alignment of AFCONB members and CCA members.
- AFCONB members without a specific degree in Career Counselling become non-voting members of AFCONB.
- within CCA this category would align with Category B, except that CCA Category B members are voting members.
- individuals are not allowed to be CCA Associate members.
- David Paterson noted the history of the development of the Categories of CCA membership.
- an extensive discussion was held with regard to how to align categories and it was concluded that a change in the membership form would be required.
- it was agreed that the National Office would work with Réal to resolve this issue.
- it was also noted that a statement should be made on the membership forms that people who were applying for joint membership need to check with the affiliate involved about the details of the affiliate relationship.

6. **Canadian Journal of Counselling**

- Dr. Vivian Lalonde, the current editor of the CJC attended the meeting to provide information on the current status of the CJC, to demonstrate the online system and to discuss the transition to a new journal editor.
- several resumes were received, but there was only one viable candidate, Kevin Alderson.
- Barb MacCallum, Vivian Lalonde and Maria De Cicco conducted a telephone interview with Kevin.
- the interview went very well.
- in addition, Barb MacCallum checked with two references, both of whom provided unqualified support for Kevin as the Journal Editor.
- it was also noted that this was a good time in Kevin's career to take this on.
- Kevin is located at the University of Calgary which makes the transition easier.
- Vivian has agreed to extend her support to Kevin so that they can complete the July 2008 issue together.
- it was also noted that Kevin will be invited to come to the Moncton conference.
- Vivian noted that a SSHRC grant application would have to be written this year.
- SSHRC has changed its criteria.
- quality is one of the issues that must be addressed.
- Vivian noted that the Journal is well respected among Canadian Journals and has the longest history of any journal in Canada.
- this is quite an accomplishment.
- Vivian noted that letters of support from various groups who read or use the Journal would be of great use.
- it was agreed that Vivian would provide some sample wording and this would be distributed to board members to take action and to obtain the letters.
- letters are required by June 1, 2008.
- Barb MacCallum will distribute a note to board members regarding this matter and board members will seek the letters.
- Vivian demonstrated the online version of the Journal.
- it is almost ready but needs some fine tuning.
- at this point, the online system is for the editorial process.
- it will eventually be extended so that members can read the Journal online.
- policies will have to be established with regard to how long issues are kept for members only and when they are opened to the public.
- there is also an area where students can publish their Thesis Abstract.
- Michel Turcotte noted that IAEVG went from a printed journal to an online journal and that there will be some problems.
- it will be important to remind members when an issue is ready.
- one idea suggested was to send abstracts of the articles.
- questions were asked regarding passwords and monitoring of the site.
- these are all policy and process issues that still need to be defined.

- it was also noted that one service to members could be to put all issues on a CD which will be sent out when a member renews.

Motion: To receive Vivian Lalande's report that includes enthusiastic support of the transition plan to Kevin Alderson as the new Editor of the Canadian Journal of Counselling.

**Moved by David Paterson. Seconded by Ron Lehr.
CARRIED**

Motion: To extend thanks and appreciation for the great work that Vivian Lalande has done as Editor of the Canadian Journal of Counselling

**Moved by David Paterson. Seconded by Kris Magnusson.
CARRIED**

7. Committee Reports

Membership Services

- Maxine reported that the committee has met by teleconference.
- the third student newsletter is in draft format.
- a sample was distributed.
- the committee will continue to work on issues related to CCA promotional products, mentorship etc.

Advocacy, Sustainability and Liaison Committee

- the committee is working on the Standards of Practice.
- this document has been reformatted and a new cover developed which will be used for all CCA publications.
- the work on the text will begin this fall.
- the CEU booklet is still in progress.
- Conference Papers
 - Vancouver chose to put these online.
 - New Brunswick has been asked if they would like to create a CD and the committee is waiting for their answer.
 - it is also not known at this time whether CCA will be involved in the production.

Ethics Committee

- Lynda Younghusband noted that in the Ethics Committee report there were a number of recommendations.
- she would be addressing these during her presentation later in the agenda.

Certification Committee Report

- Michel distributed the Certification Committee Report.
- the report indicates the manner in which the committee will be moving the work of this committee forward.

Policy Committee

- David Paterson presented the work of the Policy Committee.
- he noted that CCA does have a collection of policies.
- one of the questions addressed by the committee was “How do we weave these together in a coherent fashion?”
- David noted that CCA did not have an Executive Director until 1999.
- the Board had been an administrative board.
- since 1999, the Board has been discussing governance models and has been moving towards a policy governance model.
- policies become the key in providing direction to the staff on how to conduct CCA business.
- Barb MacCallum conducted some research over the summer and proposed a policy model that is distributed by the Canadian Society of Association Executives and that had been developed by Mel D. Gill.
- this model is called Governing For Results.
- Barb has been in touch with Mr. Gill and has confirmed that copyright issues prevent the policies from being put on the public portion of the website but that they could be put in the Director’s Corner.
- the model distributed has a template that can be used.
- the committee was quite excited about this model and is suggesting that this template be used.
- the recommendation of the committee is to convert the existing board policy into the new format and present it as a package for consideration.
- Kris is reviewing the CCA by-laws and there may be suggestions for changes.
- David indicated that his report was being provided as information.
- the text of the Governing for Results could be sent out to the Board.
- requests for the full document could be made to David Paterson or Barb MacCallum.
- Linda Wheeldon noted that David’s presentation was excellent clarification for her regarding the role of the Board.

Awards Committee

- Hope Wojcik indicated that she had met with Barb MacCallum to discuss the work of this committee and an action plan has been developed.
- Blythe Shepard has agreed to work with Hope on this committee.
- Hope reviewed the awards to be given this year.
- she also indicated that she would be suggesting a process in a later presentation regarding the Special Awards.

Bilingualism and Biculturalism Committee

- Réal indicated that Board minutes are now being translated as are the minutes of the AGM.
- the committee had met and discussed the translation of the Ethics Casebook.
- the recommendations is not to translate the Casebook.

- it was recommended that the next edition of the Casebook could include cases in both English and French.
- Michel noted that the Order might like to collaborate with CCA on the writing of the next edition.
- a discussion was held with regard to the translation of Director's reports.
- there are two major points:
 - all directors should be able to understand and read all other directors reports.
 - all members should be able to read the reports in the language of their choice.
 - a discussion was held regarding these two major points.
 - it was noted that the Board currently conducts most of its business in English.
 - it is important for reports written in French to be understood by members of the Board who are Anglophone and could not read French.
 - one board member noted that as a unilingual English board member she assumed it was her responsibility to be able to read the reports written in French.
 - therefore she reviewed the reports prior to the meeting and looked up unknown words in her dictionary.
 - it was noted that there was an advantage to having the reports in both languages.
 - currently there is a need to have the French reports translated to English before the board meeting.
 - successive boards may require English reports to be translated into French before the meeting.
 - if reports are to be translated they would be to be submitted earlier to the National Office.
 - this might be problematic as some board members distribute their reports at the meeting.
 - perhaps reports could be translated after the board meeting for posting on the website.
- Maria indicated that she would like to have a new style of report.
- perhaps each report could contain an Executive Summary of the most important points and that would be translated.
- further discussion will occur when the new report template is distributed and used for the first time.

8. Conferences

2007 – Vancouver

- the final report has not yet been received.

2008 – Moncton

- Maxine reported that a great number of proposals had been received.
- there will be a teleconference on November 5, 2007.

- Maxine is under the impression that the conference rates will be finalized at that conference call.
- Maria indicated that there was concern being expressed that the rates had not already been made available.
- potential participants are trying to plan their budgets and need this information.
- Barb MacCallum indicated that the student conference call to talk about the Student Day will occur on November 29, 2007.
- it was confirmed that the conference venue can accommodate 400-500 people.
- it is believed that Reciprocal Association members will receive a special rate.
- President and Executive Directors of the Reciprocal Associations will not receive free registration.
- Barb noted that there was a false impression that this was a standard feature.
- it is up to each conference organizing committee to determine if they want to offer this.

2009 – Saskatchewan

- Connie noted that a centrally located support system for the conference committee would be great.
- she indicated that the venue for Saskatoon has been booked.
- details are being finalized.
- the legal document to create the society should be ready soon.

2010

- PEI has put a message out to its members to determine interest.

2011

- Michel Turcotte indicated that there is a possibility that CCA could partner with IAIEVG in 2011 to host a conference in Quebec City.
- Lorna Martin indicated that she had investigated some of the costs in hosting a conference in Nunavut and has come to the conclusion that it would be extremely expensive.
- however, the idea of sponsoring some people from the north to come to the CCA conference should be considered.

9. Ethics Complaints Procedure

- Maria noted that one of the suggestions of previous Ethics Chairs had been to include a session on Ethics at each board meeting at least once per year.
- this session was meant to serve this purpose.
- in addition, Lynda Younghusband noted that she had several suggestions which would clarify and improve the current Ethical Complaints Procedure.
- Lynda noted that the Ethics Committee had responded to 18 requests since the end of May 2007.
- some of them are very complex.
- Dr. Beth Robinson has joined the Ethics Committee.

- Lynda requested that the Board discuss the recommendations contained in the Ethics Committee report.
1. The CCA Procedures for Processing Complaints of Ethical Violations states that the Adjudication Panel will consist of 5 members. The committee is suggesting that this number should be expanded to a 10 member pool.
 - after discussion everyone was in favour of expanding the pool.
 - it was suggested that a briefing be held each year at the conference regarding the Adjudication Panel.
 - people who are interested could attend the session and determine if they would like to submit their resumé.
 - resumé must be submitted and then forwarded to the insurance broker by the National Office.
 2. Should a member of the public be included as part of the pool?
 - usually someone from the public is on such a panel.
 - all Colleges in Quebec have a member of the public.
 - often this person is a lawyer.
 - a discussion was held with regard to the size of the panel.
 - should it be increased from 3 to 5 and what would the voting process be.
 - these issues would have to be debated and documented.
 - a clear decision-making process would have to be articulated.
 3. The Ethics Committee Chair or the CCA Executive Director is to provide documentation to the Adjudication Panel. However, there is nothing written about whether the Chair can answer questions, prior to the panel speaking with the parties involved of course, to clarify any of the documentation. This should be addressed and should be written in the procedures.
 - clarification on events or procedures would be consistent with the practice of other such panels.
 - interpretations would not.
 - Lorna Martin indicated that she may have some wording which would help clarify this issue.
 4. An information package needs to be provided for adjudicators, expanding on what is written in Procedures. For instance, the teleconference calls between all parties and the Adjudication Panel should be audio tape recorded. A member of the panel should take notes of the call. As well, it would seem appropriate to have a discussion with all new members, prior to taking part in the panel, to ensure that they fully understand the procedure for complaints from the beginning level to appeals.
 - it was agreed that such an information package would be useful.
 5. The Procedures, under Adjudication Panel, states that the report of the panel must be submitted within 10 days. The Ethics Committee is of the

opinion that this time frame should be expanded to 3 weeks (21 days) as 10 days is not sufficient time to collectively write a report, given that all members have busy, full-time jobs.

- it was agreed that 10 days is not enough.
- a suggestion was made that the Chair of the Ethics Committee could send out the timeline based on the complexity of the case.

6. It is not stated whether the Chair of the Ethics Committee must be a board member.

- Lynda also suggested that the incoming chair should shadow the outgoing chair for a year if possible.
- it would also be useful to have a backup to the Chair.
- one person from the Board should be on the committee, but it is not necessary for the chair to be on the Board.
- this however may have cost implications.
- if the Chair of the Ethics Committee is not on the Board and the Board would like to meet with the Chair or have a briefing at each board meeting then additional expense would be involved.
- it was also suggested that a videotape of the Ethics Process would be a good tool.
- this could be used as a professional development tool.
- it was agreed that Ron and Lorna could meet with Lynda during the committee work period to develop motions for consideration by the Board.

10. Ontario Coalition

- Barb MacCallum noted the activities of the Coalition since May 2007.
- Barb MacCallum reported on the workshop that had been held in Toronto on September 29-30 to review the BC Competencies and revise them based on the Ontario model.
- there was a discussion of contributions to the Coalition.
- a summary of the amounts provided by individuals and amounts provided by groups (chapters etc.) was provided.

11. Possible Name Change of CCA

- at the September 27, 2007 board meeting a discussion was held with regard to changing the name of CCA to the Canadian Association of Counselling and Psychotherapy.
- it was indicated that time would be allocated at the November board meeting to have a more extensive discussion of this matter.
- questions were raised as to whether CCA was being too premature in the name change.
- CCA does not want to exclude anyone.
- adding a name like Psychotherapy was seen as being more inclusive not exclusive.

- questions were asked about the name which will be established in BC – i.e. Counselling Therapists.
- opinion was expressed that this was a timely move by CCA.
- the term counselling is not well understood.
- CCA has its roots in Guidance Counselling.
- will this name change somehow exclude this group?
- a number of directors were on balance in favour of the name change.
- it was noted that the British Counselling Association changed its name to the British Association of Counselling and Psychotherapy a few years ago.
- the AIT may affect consistency across the provinces and may help CCA's position.
- it was noted that in some provinces there is a very positive feeling about counselling but not psychotherapy.
- selling this new name to educational counsellors must be done and may be a challenge.
- a question was asked about the CCC designation.
- this will have to be investigated.
- some directors are still “on the fence” regarding the name change.
- there was definitely fear that School Counsellors will not accept the change.
- it was noted that we are adding a group not eliminating a group.
- as a board we must think at the meta level.
- we cannot respond to every stakeholder.
- however, it is necessary to change as society changes and reflect these changes in our association.
- our identity is going to be changing as regulation comes into effect across the country.
- a discussion was held with regard to polling our members using the list-serv.
- there was concern that the results would not be useful or reflective of what our members think.
- the final permission must be given at the AGM.
- there is a timing issue in that we must notify the membership in order to have a legal vote at the AGM.
- it was reiterated that since both Counsellor and Psychotherapist are in the title, the title is more inclusive than exclusive.
- it was agreed that a final decision must be made.
- Next Steps
 - develop a one page summary of the reasons behind the name change.
 - have a teleconference in December to make a decision regarding this item.

Motion: To instruct the Executive Committee to prepare a rationale, strategy and timeline for the name change to be distributed prior to the next board meeting at which this item will be discussed.

**Moved by Kris Magnusson. Seconded by Linda Wheeldon.
CARRIED**

12. **Legislative Support Fund**

- the document outlining this fund was reviewed.
- one word had been changed in the document since the September 27, 2007 board meeting.
- this word indicated that the fund *will* be capped rather than *may* be capped.
- a discussion was held with regard to possible ways to raise money to contribute to the fund.
- one idea discussed by the Executive Committee was to raise fees to \$160 from \$150 and to allocate the difference to the Fund.
- it is important that our legislative efforts not be jeopardized.
- the amount of money charged to a member is increasing.
- the question was asked if we have surplus why are we not using this.
- Barb clarified the surplus situation.
- a discussion was held about the criteria to support a project with the money from the fund.
- Blythe asked for a clarification on the BC situation and the Task Group.
- it was noted that this is a very complicated issue.
- CCA does not control the Task Group agenda and over time has played an important role by supporting the National Symposium and conducting a survey to validate the competencies.
- how important is it to support Ontario?
- does it have national implications?
- these are all important issues and questions.
- CCA has a loud voice for not very much of a financial contribution.
- it was agreed that CCA needs some talking points that could support the Legislative Fund.
- it is important to stay at the regulatory table.
- some directors feel that additional wording needs to be added to the document but there were no specifics.
- clarification needs to be added regarding the \$10 levy and how this would be added to the fund.
- would this amount be matched?
- criteria for funding will be developed at a later time.

Motion: That CCA should establish a Legislative Support Fund.

**Moved by Linda Wheeldon. Seconded by Hope Wojcik.
CARRIED**

Motion: To task the Executive to develop the guidelines for the administration and financial management of the Legislative Support Fund.

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

13. CCA Conference Attendance

- a discussion was held at the September 27, 2007 teleconference as to whether to attend NATCON.
- this discussion was to be expanded to include a list of possible conferences and a discussion of which would be the best venues for CCA.
- NATCON is in Toronto in January.
- CONNEXUS is in Montreal in April and might be a better conference for CCA.
- a number of different conferences were mentioned:
 - OSCA
 - School Counsellor's conference in each province.
 - CAUCAS
 - NBCDAG
 - it was noted that provincial conferences are a good place to attract members.
 - directors could be involved in attending these conferences.
 - Ron Lehr attended BACP on behalf of Maria.
 - BACP seems to be a more relevant relationship than the one with ACA.
 - Ron thought there was benefit to attending BACP every two or three years when their leadership changed.
 - they are moving towards a different model for their association.
 - they have 29,000 members.
 - they will be regulated by 2009.
- it was suggested that a conference attendance strategy be developed and aligned with our marketing strategy.
- directors were asked to forward a list of conferences to the Executive.

Motion: That CCA will not attend NATCON in 2008.

Moved by Réal LeClerc. Seconded by Mona Chevalier.

CARRIED

14. Marketing Plan

- the genesis of the marketing document in the board binders was reviewed.
- the document was for information to provide a possible framework and strategy for rebranding.
- the document also provides sample costs.

15. CACEP

- there were questions regarding the CACEP Standards.
- it was noted that there was no forum to share strategies as institutions moved toward accreditation.
- CACEP co-chairs Bill Borgen and Sharon Robertson present at each conference.
- the standards are on the website.

- there were questions about how to work with CACEP and the value of case studies.
- it was noted that CACEP is at arms length from the Board.
- it was agreed to invite Sharon and Bill to the next board meeting.
- Kris Magnusson will coordinate the invitation and also request questions from the Board.
- these questions will be given to Sharon and Bill so that they can prepare their presentation and orient it towards the Board's questions.

16. IAEVG

- it has been suggested that CCA join IAEVG.
- the cost to join as an association is \$1,700.
- joining IAEVG would allow CCA to contribute at an international level.
- Michel is on the Executive of the IAEVG.
- he suggested that CCA could also have a few individuals as members.
- if CCA partners with IAEVG in 2011, a membership would be a good idea.
- Michel absented himself from the meeting because of a conflict of interest.
- do we want to be associated with this group?
- it was agreed that an information piece would be developed indicating the reasons to join IAEVG.
- directors were invited to review the IAEVG website prior to the next board meeting.

17. Volunteer Responsibilities

- Maxine MacMillan distributed a document on board responsibilities and suggested that the board members read the document.

18. Committee Work – The Next 100 Days

Membership Services Committee

- the committee will continue to work on the newsletter.
- several promotional items were displayed.
- decisions will have to be made regarding a budget for these items.
- each director will be mentoring their student representative.
- a kit for student representatives has been prepared by National Office.
- many thanks to Denise and Danielle for doing this.
- an article listing the advantages of being a student representative have been developed and is in the student newsletter.
- it was thought that testimonials from student representatives would be great to collect and publish.
- the committee will be considering the development of consumer updates.
- Janice distributed a sample of such an update from another organization.
- the committee is also thinking about developing a set of Practice Management Forms.
- Barb noted that the Private Practitioners Chapter is also considering this.

ASL Committee

- the CEU Booklet is being revised.
- it is the intent to publish the Code of Ethics, Standards of Practice and the CEU Booklet with a common cover so that they look like part of a set.
- Barb indicated that the CEU Booklet text has been updated by the National Office.
- she will ask Denise to send this information to Lorna.
- target for completion of this project is June 2008.
- the committee will confirm if Moncton is considering publishing the proceedings from the conference.
- rather than have a spotlight on the website, it was decided to start with a section in Cognica. that would allow people who would normally not get CCA Awards to be recognized.

Motion: The ASL Committee moves that the CCA Board recognize the accomplishment and contribution of members through a quarterly report called CCA Leaders and Visionaries.

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

Finance Committee

- Connie has requested a copy of Cost Analysis that Barb prepared in early 2005 to review the issue of the cost of the Affiliates.
- Connie will also look at ways that the Legislative Support Fund could be populated.
- the issue of central Conference Support will result in additional costs to the National Office.
- this issue will be tackled after Moncton.

Certification Committee

- Michel indicated that the committee intends to implement the motions passed in Vancouver by revising the forms.
- the committee conducted an exercise to challenge the motions.
- the motions can function as is but they may need some modifications.
- the committee will be making some modifications to allow some new provisions.
- they will also be surveying other certification bodies.
- the committee will also be working with the CE Chapter on practicum issues and to collect information on how practica differ from one university to another.
- they will also be working on a process for the recertification of people whose certification has lapsed.
- Michel will follow-up with Connie regarding the situation in Saskatchewan noted earlier in the minutes.

Ethics Committee

Motion: In consideration of the increasing membership of CCA, the Board recommends that the President or his/her designate take the necessary actions as per the procedures for processing ethical complaints to expand the pool of potential adjudicators to ten (10) CCA members.

**Moved by Lynda Younghusband. Seconded by Linda Wheeldon.
CARRIED**

Motion: That Section D 7 Adjudication Panel be changed to read “shall communicate its decision to the members, the complainant , and the Chair of the Ethics Committee within thirty (30) days” commencing January 1, 2008.

**Moved by Lynda Younghusband. Seconded by David Paterson.
CARRIED**

Motion: That the Ethics Committee Chair must be a CCA member and at least one member of the Ethics Committee must be a CCA Board member.

**Moved by Lynda Younghusband. Seconded by Linda Wheeldon.
CARRIED**

Awards Committee

- Hope Wojcik suggested a process for the special awards.
- it was agreed that a synopsis of the nominees accomplishments should be submitted for consideration.

Motion: That a one page synopsis be presented to the Board by individuals who wish to nominate deserving CCA members for special awards and that the award nominees be discussed at the November board meeting and adjudicated at the January board teleconference.

**Moved by Hope Wojcik. Seconded by Mona Chevalier.
CARRIED**

- for 2008 the deadline will be December 15, 2007 for the synopsis.
- it was noted that the Chris Campbell award requires an adjudication panel.
- the suggestion was that the five Atlantic Directors undertake this activity.
- it was also noted that the award will have to be advertised to Atlantic Canada members.

Motion: That the five directors from Atlantic Canada form an adhoc committee to adjudicate the Chris Campbell Award.

**Moved by June Sanderson. Seconded by David Paterson.
CARRIED**

Policy Committee

- David noted that there was clear enthusiasm for the committee to continue its work on the framework presented earlier in the meeting.

Bilingualism and Biculturalism Committee

- the committee had already agreed that they would not have a face-to-face meeting at this board meeting.
- Réal indicated that the committee would be meeting by teleconference in the next few weeks.

AIT

- it was agreed that this was an important issue and required that CCA do further investigation.
- Barb noted that her discussion with Brendan Walsh had been very illuminating with regard to this process.
- Counselling is perhaps the first profession which will test some of the AIT processes.
- it was also not clear from Barb's discussion with Brendan Walsh when each provincial AIT representative would raise the red flag regarding activities in a province regarding regulation. eg. do they start to coordinate when the legislation is in draft format, when it is law or when the college begins to formulate the regulations.
- under the AIT it is noted that there will be notification and consultation about what is happening in each province but there is no indication that provinces must reach consensus.
- the AIT is signed at a very senior level – it is an agreement but it is not federal legislation.

Motion: In order to explore the implications of the AIT, the current regulatory movement in Canada, the opportunity for the involvement of CCA and the opportunity for CCA to provide leadership on this issue, Dr. Ron Lehr and Dr. Kris Magnusson be tasked by the Board to consult with the interested parties to advance this file.

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

19. Certification and Insurance

- Barb reviewed the document that had been provided in the board binder.
- it was agreed that all members who are insured should meet ongoing Continuing Education requirements.
- CCA is not a regulatory body but we can define standards for our members.
- it was agreed that at the next meeting, a motion would be introduced to ask members who have insurance as a result of joining CCA before May 2000 and who are not required to submit CE's to begin the practice of submitting CE's.

20. May Board Meeting

- the May 2008 board meetings will be held as follows:
 - Executive Committee – May 10
 - Board Meeting May 11, 12
 - May 13 is the Counsellor Educator Day.

21. **Adjournment**

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

Motion: To adjourn the meeting.

**Moved by Maxine MacMillan.
CARRIED**

President

Date

SUMMARY OF TASKS

Item	Agenda Reference	Item	Date	Responsibility
1.	4	Contact Blythe Shepard re Aboriginal Circle	ASAP	Réal LeClerc
2.	4	Contact Connie Gerwing re University of Regina masters level program	ASAP	Michel Turcotte
3.	5	Contact National Office re changes for AFCONB membership form	ASAP	Réal LeClerc
4.	6	Distribute sample text for CJC letters	Completed	Barb MacCallum
5.	7.	Distribute template for Board Member Reports	Completed	Maria De Cicco
6.	7	Obtain letters of support	May 31, 2008	Board Members
7.	9	Assist Lynda Younghusband in developing wording related to Recommendation 3 from the Committee	Jan 2008	Lynda Younghusband Lorna Martin
8.	11	Prepare a rationale, strategy and timeline for the name change.	Dec 1, 2007	Executive Committee
9.	12	Develop the guidelines for the administration and financial management of the Legislative Support Fund		Executive Committee
10.	13	Send list of conferences to Executive	ASAP	Board Members
11.	13	Develop a strategy for conference attendance	ASAP	Executive Committee
12.	14	Read marketing document	Feb 2008	Board Members
13.	15	Send questions regarding CACEP to Kris Magnusson	ASAP	Board Members
14.	15	Invite Bill and Sharon to the May Board Meeting	Completed	Kris Magnusson
15.	16	Develop an information piece on IAEVG indicating the reasons to join	May 2008	
16	16	Review IAEVG website	May 2008	Board Members
17	18	Send CEU text to Lorna Martin	Completed	Denise Beaudette-Manley
18	19	Develop a motion regarding the Certification and Insurance issue	Jan 2008	Barb MacCallum

SUMMARY OF MOTIONS

Motion: To approve the agenda as amended.

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

Motion: To accept the minutes of the September 27, 2007 meeting as amended as accurately reflecting the discussions and decisions of the Board.

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

Motion: To propose to the Annual General Meeting in May 2008 a change to the wording of by-law 3.4.3 to read:

3.4.3 The Director shall take office at the first Board of Directors meeting following his or her being elected or acclaimed. The term of office for Directors shall be for two years from the date on which he or she took office, and shall be effective until the first regular meeting of the Board of Directors at which new regional representatives take office in accordance with this section.

**Moved by Kris Magnusson. Seconded by David Paterson.
CARRIED**

Motion: To receive Vivian Lalande's report that includes enthusiastic support of the transition plan to Kevin Alderson as the new Editor of the Canadian Journal of Counselling.

**Moved by David Paterson. Seconded by Ron Lehr.
CARRIED**

Motion: To extend thanks and appreciation for the great work that Vivian Lalande has done as Editor of the Canadian Journal of Counselling

**Moved by David Paterson. Seconded by Kris Magnusson.
CARRIED**

Motion: To instruct the Executive Committee to prepare a rationale, strategy and timeline for the name change to be distributed prior to the next board meeting at which this item will be discussed.

**Moved by Kris Magnusson. Seconded by Linda Wheeldon.
CARRIED**

Motion: That CCA should establish a Legislative Support Fund.

**Moved by Linda Wheeldon. Seconded by Hope Wojcik.
CARRIED**

Motion: To task the Executive to develop the guidelines for the administration and financial management of the Legislative Support Fund.

Moved by Mona Chevalier. Seconded by Blythe Shepard.

CARRIED

Motion: That CCA will not attend NATCON in 2008.

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

Motion: The ASL Committee moves that the CCA Board recognize the accomplishment and contribution of members through a quarterly report called CCA Leaders and Visionaries.

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

Motion: In consideration of the increasing membership of CCA, the Board recommends that the President or his/her designate take the necessary actions as per the procedures for processing ethical complaints to expand the pool of potential adjudicators to ten (10) CCA members.

**Moved by Lynda Younghusband. Seconded by Linda Wheeldon.
CARRIED**

Motion: That Section D 7 Adjudication Panel be changed to read “shall communicate its decision to the members, the complainant, and the Chair of the Ethics Committee within thirty (30) days” commencing January 1, 2008.

**Moved by Lynda Younghusband. Seconded by David Paterson.
CARRIED**

Motion: That the Ethics Committee Chair must be a CCA member and at least one member of the Ethics Committee must be a CCA Board member.

**Moved by Lynda Younghusband. Seconded by Linda Wheeldon.
CARRIED**

Motion: That a one page synopsis be presented to the Board by individuals who wish to nominate deserving CCA members for special awards and that the award nominees be discussed at the November board meeting and adjudicated at the January board teleconference.

**Moved by Hope Wojcik. Seconded by Mona Chevalier.
CARRIED**

Motion: That the five directors from Atlantic Canada form an adhoc committee to adjudicate the Chris Campbell Award.

**Moved by June Sanderson. Seconded by David Paterson.
CARRIED**

Motion: In order to explore the implications of the AIT, the current regulatory movement in Canada, the opportunity for the involvement of CCA and the opportunity for CCA to provide leadership on this issue, Dr. Ron Lehr and Dr.

Kris Magnusson be tasked by the Board to consult with the interested parties to advance this file.

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