

**CCA Board Meeting
January 17, 2008
12:00-1:00 p.m. (Ottawa time)
Teleconference**

Present: Maria De Cicco (Chair), Ron Lehr, Lynda Younghusband, Michel Turcotte, Connie Gerwing, Mona Chevalier, Janice Tester, Kris Magnusson, Blythe Shepard, Lorna Martin, June Sanderson, Hope Wojcik, Barbara MacCallum (Secretary).

Regrets:, Réal LeClerc, Maxine MacMillan, Linda Wheeldon, David Paterson

Welcome

- Maria De Cicco welcomed board members and thanked everyone for taking the time to be on the call.
- due to Maria's medical condition she requested that Barb MacCallum assist her with her role as Chairperson for this meeting.

Agenda

1. Approval of Agenda
2. Acceptance of Minutes
3. Conflict of Interest
4. Budget 2008-09
5. Legislative Support Fund
6. Yorkville
7. Conference Update
8. Special Awards
9. Next Meeting
10. Adjournment

1. Approval of the Agenda

- Maria De Cicco requested that Special Awards be added to the agenda.
- this was added as item 8.

Motion: To approve the agenda as amended.

**Moved by Mona Chevalier. Seconded by Janice Tester.
CARRIED**

2. Acceptance of minutes

Motion: To accept the minutes of the November 3-4, 2007 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Ron Lehr. Seconded by Blythe Shepard.
CARRIED**

Motion: To accept the minutes of the December 6, 2007 meeting as accurately reflecting the discussions and decisions of the Board.

Moved by Kris Magnusson. Seconded by Mona Chevalier.

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. Budget 2008-09

- Connie Gerwing and Maria De Cicco requested that Barb MacCallum take the lead in the discussion of the budget document.
- the document had been prepared and distributed to the Board in early December (2007).
- the actuals to-date for 2007-08 were updated on January 13, 2008 and redistributed to the board so that the financial picture was as up-to-date as possible.
- Barb MacCallum noted that the year-end for fiscal 2008 is looking very good with a \$40-\$50K surplus.
- the 2008-09 budget is balanced.
- the expense for the potential name change for the association has not been factored into the budget.
- the expenses for this will have to be determined once a decision is made at the AGM.
- it is anticipated that the cost will be about \$40,000 but this will occur over more than one fiscal year.
- Kris Magnusson asked where there may be potential overruns.
- Barb MacCallum indicated that there is an IT project planned and these types of projects often have cost overruns.
- Barb MacCallum will be vigilant with regard to this.
- also the Yorkville case may introduce costs for travel and living expenses that are more than anticipated.
- Lorna Martin noted that the Standards of Practice and Ethics Documents will be reprinted.
- these will be inventoried and expensed as sold.
- Barb MacCallum was thanked for her work in preparing the budget and the transparency of the process.

Motion: To approve the Fiscal 2008-2009 Budget as presented.

**Moved by Connie Gerwing. Seconded by Ron Lehr
CARRIED**

5. Legislative Support Fund

- at the Board Meeting in November the following motions were passed.

Motion: That CCA should establish a Legislative Support Fund.

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

- in order to move this file forward, the Executive distributed the Legislative Support Fund document for further comment and suggestions for modification.
- the document attached to the board package was the result of suggested changes.
- the document was sent with tracked changes on so that board members could see where the document had been modified.
- a discussion was held with regard to the section on Administration of the Fund.
- Connie Gerwing asked if the reference to individuals should remain. i.e. the point regarding “specific names of individuals or organizations to which the money will be transferred.”
- it was agreed that this could remain as new organizations may have the money go to an individual.
- it was agreed that any entity receiving funds would have to document the use and distribution of the funds and submit a quarterly report.
- a note will be added to that effect.
- there was a discussion on the use of the funds:
 - Would funds be used to fund provincial organizations seeking regulation?
 - Would funds be used to support CCA members who are involved in the regulatory process?
- it was assumed that a CCA member would be involved in either case.
- it was agreed that when the guidelines were operationalized this would be something that the board would have to take into consideration for each application.
- it was agreed that leaving the wording open and general at this time would allow for flexibility.
- the capping of the fund by CCA was discussed.
- Lorna Martin supplied new wording which will clarify the structure of the fund and CCA’s matching policy and puts the policy in a more positive light.
- the new wording will read:
“Matching funding by CCA will be capped each fiscal year based on its ability to operate other projects. This decision to cap funds will be made by the Board of Directors and communicated to affected parties in a timely fashion.”
- Michel Turcotte indicated that he will provide updated wording on the section related to Quebec.

Motion: To accept the Legislative Support Fund document as amended.

**Moved by June Sanderson. Seconded by Connie Gerwing
CARRIED**

6. Yorkville

- the settlement conference was scheduled for January 4, 2008.
- this has been moved to February 11, 2008.
- a week long trial has been scheduled for April.

- the witness list etc. has not yet been determined by legal council.

7. **Conference Update**

2008

- Maxine and Réal both sent their regrets.
- Barb MacCallum indicated that she had been in touch with Alene Holmes who is handling the registration.
- Alene has reported that registration is going very well with over 300 registered at this point.

2009

- Connie Gerwing reported that the documents for 2009 had been completed and would be mailed to the National Office.

2010

- Michel Turcotte indicated that there is a possibility that L'Ordre, IAEVG and CCA could collaborate on conference in 2010 in Quebec City.
- he will have further information in approximately two weeks.
- June Sanderson is halting any further investigation with regard to hosting the conference in PEI until Michel Turcotte provides his update.

8. **Special Awards**

- at the November Board meeting it was suggested that Vivian Lalande receive a Professional Contribution Award.
- a motion was passed with regard to this in November.
- the paperwork for this has been submitted and processed.
- a suggestion was also made with regard to awarding the Lorne Flavelle Award to Bev Abbey.

Motion: To designate Bev Abbey as the Lorne Flavelle Award recipient for 2008.

**Moved by June Sanderson. Seconded by Blythe Shepard
CARRIED**

- it was agreed that a letter would be sent to Bev's spouse indicating that the award will be presented at the Moncton conference.
- we will also try to tape this portion of the ceremony to send to Bev's family should a family member not be able to attend.

9. **Next Meeting**

- Barb MacCallum will distribute a doodle notice for a meeting at the end of April, prior to the May face-to-face meeting.
- this meeting may be cancelled.

10. **Adjournment**

The meeting adjourned at 1:00 p.m. (Ottawa time).

Motion: To adjourn the meeting.

**Moved by Lorna Martin.
CARRIED**

President

Date

SUMMARY OF TASKS

Item	Agenda Reference	Item	Date	Responsibility
1	5	Update Legislative Support Document with new wording	ASAP	Barb MacCallum
2	5	Send wording to Barb MacCallum regarding Quebec Section	ASAP	Michel Turcotte
3	5	Send wording to Barb MacCallum regarding capping the fund	Completed	Lorna Martin
4	7	Provide an update on 2010	Feb 15, 2008	Michel Turcotte
5	9	Circulate dates for April Board Meeting	ASAP	Barb MacCallum

SUMMARY OF MOTIONS

Motion: To approve the agenda as amended.

**Moved by Mona Chevalier. Seconded by Janice Tester.
CARRIED**

Motion: To accept the minutes of the November 3-4, 2007 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Ron Lehr. Seconded by Blythe Shepard.
CARRIED**

Motion: To accept the minutes of the December 6, 2007 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Kris Magnusson. Seconded by Mona Chevalier.
CARRIED**

Motion: To approve the Fiscal 2008-2009 Budget as presented.

**Moved by Connie Gerwing. Seconded by Ron Lehr
CARRIED**

Motion: To accept the Legislative Support Fund document as amended.

**Moved by June Sanderson. Seconded by Connie Gerwing
CARRIED**

Motion: To designate Bev Abbey as the Lorne Flavelle Award recipient for 2008.

**Moved by June Sanderson. Seconded by Blythe Shepard
CARRIED**

Motion: To adjourn the meeting.

**Moved by Lorna Martin.
CARRIED**