

CCA Board Meeting
May 11-12, 2008
Moncton, New Brunswick

May 11, 2007, 8:30 a.m. - 5:00 p.m.
May 12, 2007, 8:30 a.m. - 5:00 p.m.

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

Regrets: Hope Wojcik

Welcome

- Maria De Cicco welcomed everyone and thanked them for attending the meeting.
- she thanked Barb for organizing the meetings and the accommodations.
- she thanked the directors for the work they do as board members, committee members and Chapter Liaisons.
- she also thanked them for their commitment and perseverance.
- this is the second to last face-to-face meeting of this Board.
- it is time to think about the legacy of the 2007-2009 Board.
- what have we accomplished and what do we wish to accomplish for the remaining year?
- directors were also asked to think of possible directors to replace them.
- Maria also hoped that everyone will remain ambassadors for CCA when they step down from the Board.

1. Agenda

1. Approval of Agenda
2. Acceptance of Minutes
3. Conflict of Interest
4. Financial Statements and Audited Report
5. Director's Reports
6. Policy Issue Re Students
7. Employee Assistance Programs
8. Committee Reports
9. Conference Update
10. Procedure for Processing Ethical Complaints
11. Board Self-Evaluation
12. Legislative Support Fund
13. Chapters
14. BC Chapter
15. Agreement on Internal Trade

16. Committee Reports – The Next Hundred Days
17. CACEP
18. Social Justice Chapter
19. Canadian Professional Counsellor's Association and Canadian College of Professional Counsellors and Psychotherapists
20. Certification Reference Form
21. CEU's and Insurance
22. Next Meeting
23. Adjournment

Approval of the Agenda

Motion: To approve the agenda as presented

Moved by Mona Chevalier. Seconded by Linda Wheeldon.
CARRIED

2. Acceptance of minutes

Motion: To accept the minutes of the April 8, 2008 meeting as accurately reflecting the discussions and decisions of the Board.

Moved by Kris Magnusson. 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 with the following exceptions:
- Ron Lehr indicated that Acadia is applying for Accreditation so he may have to excuse himself during the CACEP presentation depending on the nature of the discussion.
- Linda Wheeldon indicated that NSACT has applied for funding from the Legislative Support Fund and therefore she may have to excuse herself depending on the nature of the discussion during this agenda item.

4. Financial Statements and Audited Report

- Connie Gerwing read the following excerpt from the Auditor's Management letter.

In recent years, the Association has significantly improved its financial position. There are many factors that contribute to this including good corporate governance, experienced administration and a strong financial control environment. During our audit we found that everyone's responsibilities were clearly defined and that the accounting records accurately reflected the activities of the Association. No significant control concerns were noted during our audit for the year ended January 31, 2008.

- Connie noted that this was a significant improvement over the Association's status in 2004.

- David Paterson noted that in 2004 the auditor's letter contained 21 specific problems and the auditors had expressed serious concerns with our financial controls.
- to see on the same letterhead (i.e. from the same auditor) that there are no issues means that we have turned the ship around in a significant way.
- David Paterson said he would like to send the letter to Bruce Bailey who was Treasurer at the time.
- this a real accomplishment.
- much credit goes to the good work of our National Office staff.
- Connie Gerwing noted a big thank you to David Paterson and Bruce Bailey, as they instituted some of the measures that helped to turn the ship around.
- also a huge vote of thanks to Barb MacCallum for her work.

Motion: To accept the Financial Statements and the Auditors Report as presented.

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

Motion: To express appreciation to Connie Gerwing and Barb MacCallum for the work required to ensure strong financial results.

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

5. **Director's Reports**

- Maria De Cicco referred Directors to the reports that had been submitted electronically.
- she noted the new format, in which the Abstract has been translated.

British Columbia – Blythe Shepard

- addressing Employee Assistance Program (EAP) recognition is a major issue.
- The British Columbia Association of Clinical Counsellor's (BCACC's) certification is recognized and CCA's is not.
- CCA may be losing membership to BCACC because of this.
- the College of Counselling Therapists still has not been legislated into existence.
- the process is taking a long time and people are losing focus.
- the BC Task Group is hoping to have a meeting with BC Ministry of Health sometime this summer.
- the meeting has been held up, in part, because the Task Group had to meet with the Canadian Professional Counsellors Association (CPCA) and to come to agreement on some position statements developed by the B.C. Task Group.
- CPCA originally belonged to the Task Group but left when the discussion of educational requirements was held.
- Blythe indicated that she has met with Roger John and Jo-Anne Stoltz.
- she believes bringing these two chapters together may result in joint initiatives.

- Blythe is also serving on the Certification Committee of Career Management Association.
- she is trying to work with that group to raise the level of education.
- upcoming activities will involve helping the BC Chapter apply to the Legislative Support Fund.

Alberta/NWT – Kris Magnusson

- one of the main concerns is the recognition of counselling services within the Health Professions Act.
- it will take a lot of energy and mobility to change the Act.
- some employers who read the act, interpret it as their employees needing to be part of a regulated profession.
- it does not seem to be having a huge impact on people's ability to practice right now.
- Kris would like to find a way to have students across the country network.
- Kris has access to some social networking software – similar to Facebook
- however, unlike Facebook, it is not public domain software.
- this might be a useful tool to allow students to network.

Saskatchewan – Connie Gerwing

- Connie noted that most of her time has been taken with Conference preparation and this will continue to be the case.
- there are more people with questions and concerns regarding regulation.
- she has had several requests for the School Counsellor's Handbook created in Manitoba.

Manitoba/Nunavut – Lorna Martin

- Lorna organized a conference in February 2008.
- it was very well attended and received.
- there were two different speakers – both bilingual.
- one of the benefits of the day was that it allowed private practitioners from CCA to meet counsellors in schools and to begin exchanging business cards.
- the school counsellors now have referrals for their clients.
- she received a lot of comments like "*If this is the calibre of event that CCA puts on then I want to be involved with CCA.*"
- certification for school counsellors remains under discussion and has not been rejected.
- questions were asked about the activities related to organizing the event.
- Lorna indicated that:
 - fees were structured so that the event would breakeven.
 - she used two speakers from the previous CCA conference so she had confidence in their presentations.
 - she conducted a straw poll first to determine if there was sufficient interest.

- people were told that if there were insufficient numbers, the conference would be cancelled.
- CCA should encourage these local professional development events to attract and retain members.
- she also ensured that the event was co-sponsored by Manitoba/Nunavut CCA; Manitoba School Counsellors' Association; Manitoba Education, Citizenship and Youth, and the University of Manitoba.
- this gave the day more credibility.
- she also chose a day that was a professional development day for the teachers to ensure higher attendance.

Ontario Francophone - Mona Chevalier

- Mona met with students from the University of Ottawa and St. Paul's University.
- she helped to organize, through the NCR Chapter, a professional development activity.
- over 40 members participated.
- the most prominent activity in Ontario is the creation of the new College.
- candidates for the Transitional Council have been invited to submit their resumes.
- it is anticipated that the Transitional College will be formed by September 2008.
- a competency survey was also conducted by the Ontario Coalition.

Quebec Anglophone – Janice Tester

- Janice has kept in contact with constituents through emails and other media.
- she has kept in contact with QCA and attended one of their meetings.
- she presented to the Counselling Psychology program at McGill University.
- three students expressed interest in becoming student representatives.
- she is organizing, with QCA and other associations, a professional development event on coaching.
- at least 60 people will be attending the workshop on May 23.
- she reminded everyone about the Counselling Mobility document on the CCA website.
- each director should review it to make sure the information on their province is up-to-date.
- updates should be sent to Barb.

Quebec Francophone – Michel Turcotte

- Michel has kept l'Ordre informed about regulation activities being undertaken in different provinces.
- Michel presented at a Music Therapy conference in Quebec City.
- the conference attendees were interested in the regulatory process in Quebec.

- ten years ago, Quebec passed a bill regarding Psychotherapy and it has taken ten years and several expert committees to work out the regulations.
- in December 2007, Bill 50 had its first reading.
- Bill 50's intent is to modernize the occupations in the mental health field.
- in March 2008 different members of the government parties held consultations.
- there were 40 presentations.
- the consultation was a test to see how much the bill would be challenged.
- major employers did presentations – they expressed strong support for the bill.
- the only group opposing the bill was the union in the education and health sectors as the bill will affect some of its members.
- there is resistance to the controlled act.
- Michel thinks it will be passed this year.
- for the other provinces, it is quite important in terms of inter-provincial mobility.
- there is a grandfather clause which tones down any resistance.
- the first criteria is a master's degree.
- applicants will have to demonstrate the core equivalency of two years of university credit.
- credits do not have to be earned at university.
- they can be earned at private institutions.
- a major roadblock is how to recognize that we share similar skill and knowledge.
- the big achievement was that the group recognized it was a master's degree.

Nova Scotia - Linda Wheeldon

- Linda has been working extensively for legislation.
- draft legislation is being developed and most likely will be brought forward in the Fall 2008 sitting of the legislature.
- NSACT have hired a lawyer.
- they have met some resistance from specific members.
- they have however stepped over the tension between Social Workers and Counsellors
- Psychologists are on board.
- they have been informed by the government that they have to meet with Canadian Professional Counsellor's Association (CPCA).
- Ron thanked Linda for all of the work she is doing.

New Brunswick Anglophone – Maxine MacMillan

- Maxine is serving on Steering Committee for Conference 2008.
- hopefully everyone will enjoy the conference and benefit from the speakers.
- she is working with Pat Donihee on legislation.
- the New Brunswick Professional Counsellors Associations (NBPCA) is having its AGM at the conference.

- they are contemplating changing their name to the New Brunswick Professional Counselling and Psychotherapy Association.
- they have received a letter from the Psychologist's Association indicating that the Psychologist's Association would vehemently oppose such a name change.
- a delegation has met with the Deputy Minister of Health and sent a letter to the provincial ombudsman.
- there is a gap in service dealing with Child Protection.
- because counsellors do not belong to a regulatory body, they are no longer able to serve a population of students that they have traditionally served.
- NBPCA have hired a lawyer.
- School Counsellors who used to be the main force for membership in CCA have fallen by the wayside but hopefully they will come back as a result of the conference.
- the government has bought over 200 seats at this conference as a professional development event for school counsellors.

Newfoundland and Labrador - Lynda Younghusband

- one of the biggest issues is the networking of counsellors in Newfoundland.
- Lynda noted that one of our members drove two hours to be at the monthly meeting.
- she has had some discussions with the Newfoundland Teacher's Association about video-conferencing.
- Lynda hopes that she will be able to use their facilities in the fall and that there will be no cost associated with its use.
- she held a one day workshop with two speakers.
- the only expense was the coffee break.
- the speakers were paid with whatever profits were left over from the day.
- she is planning another workshop for the fall.
- the coordinator of counsellors from one of the school boards indicated that counsellors are concerned about Ethics.
- she will be inviting Glenn Sheppard to conduct an Ethics Workshop for professional development for counsellors next fall.
- Kris noted that Campus Alberta has invested in Marratech, which is a point to point video conferencing system.
- it might be possible to use it as a Campus Alberta counselling activity

Prince Edward Island - June Sanderson

- CCA and the Prince Edward Island Counselling Association (PEICA) have been working cooperatively.
- there is renewed vigour around the issue of regulation.
- there has been a change of government which always causes a setback.

- one of the largest issues currently is that the Psychologists have convinced the Department of Education that counsellors cannot do C-level assessments even though they have been trained to do so.
- Psychologists have no legal right to do this but they have been very effective in their lobbying.
- this has caused a very long waiting list for the assessments.
- she will continue to look at the possibility of holding Conference 2010 in Charlottetown.

New Brunswick Francophone – Réal LeClerc

- there is concern in AFCONB that since it has joined CCA, membership has decreased from 90 to 30-40.
- Réal has been investigating this situation.
- Réal believes that what has been done for bilingualism has been incredible.
- he is quite satisfied with the progress that has been made.

David Paterson – Past President

- David encouraged the directors to be thinking about the upcoming CCA election.
- he noted that counsellors don't like going into competition.
- he would encourage everyone to learn more about the process.
- he encouraged everyone to take the last year of their mandate to educate as many people as possible.
- it is a sign of health if there is one or more people in a province running for election.
- this is not about winners and losers but about putting a vision forward.
- Maria thanked everyone for sharing their energy and passion.

6. Policy Issue re Students

- June Sanderson noted that an issue had come forward from a student in a Ph.D. program.
- the student is CCC, i.e. became certified when she received her master's degree.
- in order to retain her certification she must remain as a Full A member. i.e. she cannot become a student member.
- this is stated in our by-laws.
- a committee needs to review this and make a recommendation.
- Michel Turcotte indicated that the Certification Committee will undertake this task.
- the committee has to consider the implication for CCA.
- insurance and by-laws issues need to be investigated.

7. Employee Assistance Programs

- Linda Wheeldon noted that there has been an undermining of masters-level counsellors in Employee Assistance Programs in Nova Scotia.

- this has been driven by the economy and has nothing to do with the value of the work.
- Linda was asked by NSACT to determine if CCA had a recommended fee structure.
- perhaps a letter could be written that indicates what CCC is.
- is there support for articulating a fee for certified counsellors?
- Psychologists have such a fee structure.
- counsellors can charge whatever they would like to, but this would be a guideline.

Motion: That the Board ask Linda Wheeldon to be joined by two board members to form an ad hoc committee to generate information about a possible fee structure for counselling and also to consult with the Private Practitioners Chapter. This information is to be brought to the Board.

**Moved by David Paterson. Seconded by Janice Tester.
CARRIED**

8. Committee Reports

- Maria noted that committee reports were included in the board binders.

Ethics Committee – Lynda Younghusband

- Lynda thanked the members of her committee.
- the committee had handled 43 queries at time of her report and as of today the number is 51.
- one more person must be added to the committee, as currently there are four members and there may be an issue if there is a tie.
- it was noted that the new member does not have to be a board member.
- it appears that more people recognize that they can question what is happening in their encounters with counsellors.
- more counsellors are also questioning themselves.
- the fact that the number of questions is increasing is very positive.
- the pool of Adjudication Panel members needs to be expanded.
- the President has to appoint those people.
- Lynda indicated that she has a draft Adjudication Panel document.
- Maria thanked Lynda for her hard work and congratulated her committee on handling the volume of inquiries in a professional and timely manner.
- comments have been received that responses are faster and that there are good responses regarding the issues handled.
- Maria asked Lynda to thank the committee on behalf of the Board.
- in the past Glenn Sheppard has acted as amicus to the Ethics Committee and has received a \$1,000 as an honorarium.
- it is very helpful to have him as an amicus.

Motion: That Dr. Glenn Sheppard be retained as amicus for the Ethics Committee with an honorarium of \$1,000.

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

Advocacy, Sustainability and Liaison Committee – Lorna Martin

- this committee undertook three tasks for the last 100 days.
- to edit the Standards of Practice, CE Booklet and Code of Ethics so they had the same kind of corporate image.
- the new Standards of Practice is finished and needs a final review and approval by the Board.
- it also needs to be translated.
- Lorna would like to thank the writers who assisted with this task.
- Maria would like to thank Lorna and her committee members for all of the work that they did.
- comments on the text in the Standards of Practice should be submitted to Barb by June 30, 2008.

Certification Committee – Michel Turcotte

- last year the Committee recommended and the Board adopted three motions for challenge of competencies in order to admit candidates that don't totally fit the practicum criteria for CCC.
- in the past year the Committee has had some cases to review.
- the cases helped the Committee to realize the complexity of the issues.
- for CCC certification, the vast majority of candidates go through typical routes.
- we have to take into account those people who have an atypical pathway into the counselling profession.
- tomorrow the committee will continue to improve the way they can assess the atypical pathway.

Membership Services Committee – Maxine MacMillan

- this committee has continued to work with the three R's.
- some of their projects are on hold awaiting the outcome of the motion on the name change.
- the project to ensure that each member has a start date in the database has been completed.
- a chart was placed in the board binder.
- it shows the volatility of the membership size.
- it shows that even though there are a large number of members joining each year, that there is also a large number leaving each year.
- annual net growth is around 100-150.
- is there a correlation between conference and membership numbers?
- Maria thanked the Committee.

Policies Committee – David Paterson

- David thanked his committee members.
- he has compiled the changes recommended.
- he is planning to use committee time to incorporate the changes.

- David will distribute copies electronically.

Awards Committee

- Hope was absent from the board meeting due to medical reasons.
- a comment was made that the Awards form needs to be revamped.
- Maxine will share her comments with Hope and Blythe.
- a motion to change the forms needs to come back to the Board.

9. Conference Update

2007- Vancouver

- the report for Vancouver 2007 was included in the board binder.
- the conference reported a loss but on many accounts was a great conference.

2008 Conference Committee - Moncton

- the Co-chairs of the 2008 Conference, Robert Baudouin and John Stewart, officially welcomed the Board.
- a gift was given to each director.
- Maria thanked John and Robert for their gracious hospitality.

2009 – Saskatoon

- Connie updated the Board on the status of the conference.
- the theme is Changing Landscapes.
- keynotes will be:
 - Dr. Gabor Mate
 - Dr. Kris Magnuson
 - Tom Jackson (still to be confirmed)
- breakeven is budgeted at 300 but the venue can accommodate over 500.
- keynotes will have simultaneous translation
- a comment was made that the conference organizers should consider a francophone keynote speaker.
- if looking for francophone speaker, Réal indicated that he may have the name of someone.
- a Pre-conference workshop will be given by Dr. David Paré.
- the Social Justice Chapter is planning a pre-conference activity which will allow participants to work for the day at a social justice focussed agency e.g. food bank or habitat for humanity.
- congratulations to Connie for chairing this conference.

Conference 2010

- PEI is considering but is still very tentative.
- has had conversations with government officials.
- accommodations might be a limiting factor.
- no trouble garnering volunteer support.
- it is 50/50 whether it will be in PEI.

Conference Model

- Lorne Flavelle had chaired an ad hoc committee to review our conference model.
- this report was tabled at a previous board meeting.
- the Board has talked about making the National Office more directly involved with the management of conferences.
- social activity and programs, theme, and cultural events would be the responsibility of the local organizing committee.
- a standard registration website could be coordinated from the National Office.
- if a decision is made to pursue this option, there is a need to commit to this option for two or three years in a row because of the learning curve and resources required.
- CCA may be getting to a size and maturity where it can undertake this type of a model.
- bilingualism can be handled at the National Office.
- we must be careful to ensure that all costs related to organizing the conference are built into the conference budget and clearly understood. i.e. resources will be required at the National Office.
- articulation of elements to be determined prior to profit being distributed must be clearly understood.
- this would mean working with an organizer that the National Office will choose.
- Michel noted that this could be an opportunity to add a staff member.
- this model could possibly receive a lot more uptake from committees.
- might allow for a greater chance of getting national sponsors annually.
- a hosting agreement would require that some percentage of profits or some financial gain comes back to local organization.
- this type of arrangement would have to be worked out, i.e. CCA would have to look at some sort of financial contribution to the local organizing committee.
- Ron noted that it is important not to lose the local flavour.
- the Board will want to ensure that the conference is moved around the country.

Motion: That CCA undertake a pilot project, whereby the 2010 and 2011 Conference logistics will be coordinated by the CCA National Office in consultation with a local organizing committee that oversees the program, social, cultural and thematic elements of the conference.

Moved by Ron Lehr. Seconded by Connie Gerwing.
CARRIED
1 Abstention

Motion: In operationalizing the above motion, that the National Office conference organizing expenses and in-kind services be considered during the negotiations with a local organizing committee.

Moved by Kris Magnusson. Seconded by Réal LeClerc.
CARRIED

- PEI would be willing to embrace that kind of arrangement.

Policy Issues Regarding Chapters

- this item was placed on the agenda as a follow-up to the last teleconference.
- a discussion was held with regard to the influence that Chapters have with regard to the conference organization.
- in addition a discussion was held with regard to the influence of Chapters on CCA policy in general.

Chapters and Conferences

- do we have a policy about how chapters can be involved with a conference?
- the only policy as this time is the contract between CCA and the organizing committee of the conference.
- the contract usually indicates some variation on the following points:
 - that the program content reflects the needs of the CCA chapters of interest as well as other CCA national preoccupations;
 - provision of distinctive means to identify National Board members, Chapter Presidents, and National Office staff attending the Conference (e.g. different badge colour or ribbon)
 - National Office looks after this.
 - provide space for any required Chapter meetings and coordinate the meetings of the Chapters within the conference schedule.
- it should be noted that the contract is negotiated each time with the Conference Steering Committee.
- the last item can often be very difficult as there are only so many slots in the program.
- it is often not possible to schedule Chapter meetings so they don't conflict.
- Barb noted that in her opinion, the New Brunswick conference organizers, in particular, Alene Holmes, has been extremely flexible in trying to meet the scheduling demands of the Chapters.
- other than these requirements, Chapters do not have a role in the organizing of the conference, unless they have been invited to do so by the Conference Organizing Committee.
- however, it was noted that the Aboriginal Chapter does influence the opening ceremonies i.e. there has been a tradition established to ensure that aboriginal customs are respected at the opening ceremony.

Chapters and CCA Policy

- the question was raised as to whether Chapters exist as a mechanism for members with similar interests to gather to pursue those interests and/or whether Chapters have a role in advocating for certain policy positions to be taken by CCA.
- for example, the Social Justice Chapter or the GLBTT Chapter may take a position on a social issue.
- is it the Chapter's role to put pressure on people?

- is it the Chapter's role to support the counselling modalities in their specific area of interest or to advocate for certain positions within CCA?
- it was noted that first and foremost Chapter members are members of CCA.
- Chapter activities, as long as they are congruent with the CCA by-laws and their own by-laws, are the Chapter's prerogative.
- Chapter by-laws are approved by the CCA Board of Directors.
- the dialogue between Chapters and the Board should be structured.
- this is why the Chapter Liaisons were instituted.
- it was also noted that there is a low threshold for starting Chapters.
- it was noted that Chapters such as the Social Justice Chapter may push the envelope due to the nature of the Chapter.
- it was also noted that if some communication with the conference organizers had seemed inappropriate that this may have been because the Chapter Executive was not yet fully functional and the process was ahead of itself.
- if the Chapter had been up and running this confusion may not have occurred.
- the new Chapter may not yet be schooled in the way to bring things forward.
- do we have policy with respect to who can provide booths at a conference?
- as noted above, the only policy is that in the agreement with the Conference organizing committee.
- however, it was also noted that a Chapter has a right to make a request.
- the request does not have to change what happens, it just has to be heard.
- there is a difference from being heard and getting what one wants.
- it was also noted that there was no intent for the request to be hurtful.
- it was noted that we should have a rotating review process with regard to the Chapters.
- we should always have two or three Chapters that the Board is reviewing.
- there may be several Chapters under review as there are a few where there currently is no leadership.
- this may be something for the Policy Committee to review.
- it was also noted that the Conference Organizing Committee felt as a group that they were being held hostage because of the incident in Montreal.
- regarding the DND booth, the request should have been framed as "Would you please ask the committee to consider talking about the request as a committee."
- there was no intention to exclude a military presence.
- it was noted that unclear communications and unclear roles and responsibilities can lead to confusion, anxiety, and frustration.
- this is especially true when volunteers are undertaking a large and time-sensitive activity such as planning a conference.
- there was no intent to demean the volunteer efforts of the Conference Steering Committee.
- it is important in cases such as this to open the lines of communication.
- it will be important to assist chapters in knowing where lines are drawn.
- we may wish to consider feedback about the conference from Chapter Presidents and questions on the evaluation forms for the conference.

- Maria summarized the discussion by thanking everyone for allowing the time to talk about the nature of who we are and the way we want to interact with each other.
- it is important whenever an issue is being brought forward or a request is made that seems inappropriate to open the lines of communication and clarify.
- sometimes the answer just has to be “Thank you for your input.”
- it was noted that the local committee should not have to handle Chapter requests such as this and that they should be redirected to the Executive Committee.
- we may want to introduce language such as “The CCA conference planners shall make every reasonable attempt to acknowledge the diversity of CCA’s membership and Canada’s national regional and local differences when taking responsibility for decision-making related to programming, social, cultural and thematic elements of the CCA conference.”
- this was a lesson learned in terms of communication and process.
- it was important to bring this issue to the attention to the Board.

10. Procedure for Processing Ethical Complaints – Lynda Younghusband

- Lynda indicated that in her opinion the Adjudication Panel will be used more frequently so she would like to put an emphasis on populating the pool of people who can serve on this panel.
- Adjudication Panel members are chosen by the President.
- pool of members was expanded to 10 in November 2007.
- currently we have four, and therefore need six more members.
- Ron Lehr, Lorna Martin and Lynda Younghusband met to discuss the remaining three points that were raised in the November 2007 Board Meeting.
- Should a member of the public be included in the adjudication pool?
 - it was decided that a proposal be brought forward to state that two (2) members of the public be added to the 10 member pool (total 10).
 - we would suggest that these public persons have a background in arbitration or mediation training.
- Can the Ethics Chair answer questions, for clarification purposes, from the Adjudication Panel, prior to the panel speaking with the parties involved during an appeal?
 - it was agreed that the Chair can do this.
 - Lorna Martin indicated that she would supply some wording to address this issue.
 - the wording has been placed into the package for Adjudication Panel members.
 - the Chair of the Ethics Committee should also make available to all parties information about all documentation.
- Lynda distributed copies of the draft Procedures Manual for the Adjudication Panel.
- she asked that board members review the material and send her comments and suggestions for changes.

Motion: That the ten (10) member Adjudication Panel may include up to two (2) members of the public who may have a background in arbitration or mediation.

**Moved by Lynda Younghusband. Seconded by Maxine MacMillan.
CARRIED**

- Maria thanked Lynda for her work as Chair of the Ethics Committee.
- a suggestion was also made to have David Smith give a presentation at the November Board Meeting.

11. Board Self-Evaluation

- a board self-evaluation was conducted in March 2008.
- results were returned to the National Office.
- a compilation of the results was completed and is contained in the board binder.
- board members were encouraged to review the summary.
- the report highlights areas where the Board excels and areas in which there can be improvement.
- the results indicate how clearly information gets presented to this group.
- item 3.5 indicates the commitment that directors have to the Board and their role.
- item 5 highlights that board members feel comfortable and safe in asking for clarification.
- between now and the next face-to-face board meeting, members should review the results and if they have comments and observations to share they should be prepared to do this.
- Maria also noted that an evaluation of the Executive Director was conducted by the Executive.
- the Executive had also asked for input from the Board.
- Maria indicated that the Executive's impressions are consistent with those of the Board with regard to the E D. evaluation.
- Maria congratulated Barb and thanked her for her consistent, high quality work.

12. Legislative Support Fund

- a discussion was held with regard to populating the fund.
- the fund was established so that CCA members could support legislative activities.
- it allows CCA to contribute an in-kind amount.
- at this time there is about a \$1,000 in the fund.
- suggestions included:
 - putting a donation box at regulatory sessions.
 - reminding members on Counsellor Educators day
 - reminding members on membership renewal.
 - putting the fund on the CCA form:
 - it was noted that we may not want to do this as the Board is singling out a specific cause and in the past we have supported other types of donations.

- however, this is a priority for the association and it will affect counsellors in their work.
- the more specific we are the more likely we are to run into political issues.
- the more specific it is the more likely we are to get money.
- it was noted that provincial directors may wish to send out notes to their constituents on this issue.
- Lorna Martin noted that she would not be able to do this as it would be a conflict of interest.

13. Chapters – Chapter Review

- Barb MacCallum had noted at the previous board teleconference that some Chapters were not active and some did not have any leadership in place.
- it was agreed that the Board would review the situation at this meeting.
- Barb MacCallum reviewed the status of each Chapter and their activity levels.
- the suggestion was made that Chapter by-laws should be reviewed every three years.
- a discussion was held to determine the best process to review Chapters that appeared dormant.
- the following process was developed:
 - send a message to all members of a Chapter which is being reviewed.
 - ask those members who receive the message to consider taking a leadership position in the Chapter.
 - if they wish to take on this role, they are to send a message to the Board Liaison indicating their willingness to take a leadership position.
 - if enough interest is shown by September 15, 2008, then the Board Liaison will be in touch with those interested about getting the Chapter re-organized.
 - in the event that there is not a group of people who are willing to lead the Chapter, then the Board Liaison will report this situation at the next Board of Directors meeting in November 2008.
 - at that time, a decision will be made by the Board with regard to the status of the Chapter.
 - this will be an ongoing review process.
- it was agreed that Barb MacCallum would draft the message to be sent to each Chapter member and send it out on behalf of the Board Liaison.
- if a Chapter is to be dissolved, there is the issue of the Chapter funds.
- current year funds will be returned.
- a suggestion was made that previous year funds be donated to the Legislative Support Fund.
- there was discussion about changing the number of participants required to start a Chapter – perhaps the number should be higher than 25.
- this would require a by-law change.
- we may want to consider creating a brochure that goes into CCA kit that indicates what you need to start a Chapter, what keeps a Chapter going.

- the following Chapters will be reviewed before November 2008:
 - Feminist Network
 - Gay, Lesbian, Bi-sexual, Transgender, Trans-sexual
 - Creative Arts
 - Marriage and Family
 - Pastoral

Motion: That for the 2008-09 year that we direct the Executive and the Board to implement the above process for the purposes of reviewing the following Chapters:

- Feminist Network
- Gay, Lesbian, Bi-sexual, Transgender
- Creative Arts
- Marriage and Family
- Pastoral

**Moved by Kris Magnusson. Seconded by Lorna Martin.
CARRIED**

- the Board would also like to direct the Policies Committee to develop a more codified procedure for Chapter review.
- a further discussion was held with regard to banking/accounting matters for the Chapters.
- Michel Turcotte indicated that he thought that this might be something that the National Office could undertake on behalf of the Chapters due to the complexity (since September 11) of opening accounts and changing signatories.
- Barb MacCallum indicated that the National Office would not have the resources to undertake the accounting for the Chapters.
- each Chapter is currently autonomous with regard to its finances.
- it would be very difficult to coordinate bill payments etc., given the number of Chapters.
- we may have to look at a safety clause if Chapters are dissolved.
- should the National Office be a signatory on all Chapter Bank accounts?
- Barb noted that some chapters have raised funds outside of those they received from the membership dues.
- Chapters may not be comfortable with National Office being a signatory.
- Maria thanked Michel for raising this idea.
- the Finance Committee may look at Chapter reporting as one of their activities.
- another request was made at the AGM of the Career Development Chapter.
- some Chapters have their AGM's at the conference.
- would CCA entertain the possibility to reimburse some of the travel expenses of Chapter Executives so that at least the President or his/her delegate can attend the conference?
- it is not possible for everyone to get reimbursed.
- a person may volunteer to be President of a Chapter but can never attend the national conference
- they may not have any other organization to support them to support the travel.

- in reality the Executive is doing the job for the Chapter.
- if we want to encourage diversity of people to take these positions we should consider this.
- the Chapters have their own funds and budgets and the decision to have an AGM at conference is not obligatory.
- the Chapters could use their money to send their members to a conference.
- could be up to \$2000 to support someone to come to the conference
- could be upward of \$20,000 for all Chapters.
- Chapters always have the option of holding their AGM via teleconference.
- the Board might think about establishing travel fund that Chapters could apply to in order to send a representative of their Executive.
- Kris Magnusson then raised an issue related to work that the Executive members of CCA must do at the annual conference.
- in the past, the President of CCA received course release or work relief for performing the role of President of CCA.
- when CCA hired an Executive Director, the stipend was removed.
- the workload has accelerated yet again.
- it might be time to think about a work buyout to allow the CCA President on the job relief for the work that is done.
- this is for future discussion.
- the other issue raised is that the Executive must pay to attend the conference, but they are called upon to be working throughout the conference.

Motion: That for the 2008 Conference, CCA cover the cost of the conference registration fees for the CCA Executive.

Moved by Kris Magnusson, Seconded by Blythe Shepard
CARRIED
8 FOR
1 AGAINST
5 ABSTENTIONS

- after the motion was passed it was noted that Ron Lehr, David Paterson and Connie Gerwing declined as they were funded to come to the conference.

14. Chapters – BC Chapter By-Laws

- the British Columbia Chapter reviewed their by-laws and made some changes which were approved at their AGM.
- copies of the changes were not available until the board meeting.
- copies will be made and distributed to the Board for review.
- the changes will be reviewed at the next board teleconference.
- Blythe Shepard noted that she will be moving to Alberta in the late fall.

Motion: that Blythe Sheppard be invited to remain on the Board for the 16 weeks from her move to the end of her term as the B.C. Director and that a new director be elected using the normal election procedures.

**Moved by: Lorna Martin. Seconded by Kris Magnusson.
CARRIED**

- Blythe accepted the offer to remain on the Board until her term is completed.

15. Agreement on Internal Trade Proposal

- Barb MacCallum attended a meeting hosted by HRSDC at the end of March 2008.
- the meeting was an information session related to the current status of the AIT and issues related to regulation.
- the handouts provided at the HRSDC session were included in the Board binders.
- Barb summarized the discussions that occurred at the meeting.
- Michel Turcotte noted that he was an observer in this discussion and will not participate in the discussion.
- Questions:
 - Do we want to proceed with an application to set up a Symposium?
 - What framework or conditions would be imposed?
- David Paterson noted that this is a very important initiative for CCA
- he thanked Barb for attending the meeting and her excellent summary presentation.
- the 2005 Symposium puts us in a position to apply to be a leader and continue this initiative.
- it is believed that the committee can put a very strong proposal forward and situate ourselves as a leader.
- the idea of having an exam for CCC was also discussed as a strategic initiative.
- the exam could be something very useful to provincial colleges.
- it could mean that people who have met that qualification (i.e. the exam) are accepted in an expedited process.
- Lorna Martin volunteered to write the SSHRC grant to fund the research to write the exam.
- the Symposium may inform that process.
- Blythe has started some of that research and volunteered to help on the AIT Committee.

Motion: That the Board approve the submission of a proposal for a November 2008 pan-Canadian Symposium on AIT mobility of the counselling profession as a follow-up to the 2005 Symposium.

**Moved by Lorna Martin. Seconded by Linda Wheeldon.
CARRIED
1 Abstention**

Motion: That the Board strike an ad hoc committee for the preparation of the AIT Proposal and subsequent implementation of the Symposium.

**Moved by Kris Magnusson. Seconded by Ron Lehr.
CARRIED
1 Abstention**

- Blythe Shepard, Kris Magnusson and Ron Lehr volunteered to be part of the committee.
- Glenn Sheppard, David Paré were on the original committee and should be invited to continue.
- Barb MacCallum will also be a member of the committee.

16. Committees – Next 100 days of the 2007-2009 Board of Directors

Bilingual and Bicultural Committee

- there is consensus on the work being done.
- the Committee is now looking at how to involve the Chapters.
- Mona Chevalier and Barb MacCallum agreed to review the website to determine how much remains to be translated.
- depending on what is decided, the Board may want to consider putting aside a pool of money for Chapters to use to translate some of their material.
- Réal indicated that the next step will be to work with the Policy Committee.
- the next conference call is scheduled for June 18, 2008 at 3:00 p.m. Ottawa time.

Finance Committee

- the committee will review CCA's investments to assess if they're ethical.
- it was also agreed that we should develop a budget calendar.
- all estimate of expenses attached to any committee recommendations or Board strategic initiatives should be ready for the November board meeting so they can be worked into the January budget.

Certification Committee

- the Committee is reviewing the CCC forms and guidelines.
- the list of AUCC recognized institutions needs to be updated.
- the Committee will also research criteria for the assessment of foreign institutions.
- the Committee will also review re-certification, leave of absence procedures.
- one of the suggestions will be membership revision i.e. removal of Category A and B.
- this would require a by-law change.
- the following motion was passed in May 2007.

Motion: Clinical Supervision

Applicants for CCC certification who enrolled in a graduate program prior to the 2007-2008 academic year AND whose program did not include a required practicum that meets CCA approval may meet this requirement by:

1. *Obtaining a supervisor from a CCA approved list;*
2. *Successfully engaging in supervised practice from the time of application as per the table below.*
3. *Submitting a proposed schedule for completion of required hours.*

<i>Years of Attested Experience</i>	<i>Total Hours of Practice</i>	<i>Client Contact Hours</i>	<i>Supervision Hours</i>
0	2,000	700	50
Up to 2 Years	1,600	550	40
2 to 4.5 Years	1,200	400	35
5 Years or More	700	300	30

- a request was made to revise this motion as follows.

Motion: Clinical Supervision

Applicants for CCC certification who enrolled in an AUCC recognized institution's graduate program prior to the 2007-2008 academic year AND whose program did not include a required practicum that meets CCA approval may meet this requirement by:

1. Obtaining a supervisor from a CCA approved list;
2. Successfully engaging in supervised practice from the time of application as per the table below.
3. Submitting a proposed schedule for completion of required hours.

<i>Years of Attested Experience</i>	<i>Total Hours of Practice</i>	<i>Client Contact Hours</i>	<i>Supervision Hours</i>
0	2,000	700	50
Up to 2 Years	1,600	550	40
2 to 4.5 Years	1,200	400	35
5 Years or More	700	300	30

Motion: To amend the May 2007 motion as listed above.

**Moved by Michel Turcotte. Seconded by Ron Lehr.
CARRIED**

Membership Services Committee

Meetings

- 3 conference calls – 1 face to face at the November Meeting.

Promotional Items

- after (if) the name change occurs will proceed with:

- proposal to purchase promotional items.
 - thermal mugs
 - sticky notes – logo watermark
 - continue to promote Inukshuk – use them for celebration/welcome to student reps etc.

Membership pins

- pursue with AITKENS pewter
- develop prototype membership pin
- present to the Board in November.
- proposal to purchase:
 - life membership pins
 - year pins

Newsletter

- CVE Chapter – notice to students re: articles
 - focus on student experience at the conference and questions about counsellor regulation.

Counsellor Mobility Information – update

Advantage of CCA Rep and Student Rep - website

Testimonials

- request in next issue of Cognica.
- why you became a member of CCA
- how you have benefited from your membership

50th Anniversary

- invite past Presidents to come to conference
- fall board meeting proposal
- generate questions that they would like past Presidents to answer.
- Lorna will compile them
- any other suggestions for celebrating the 50th anniversary should be sent to Maria.

Advocacy, Sustainability and Liaison Committee

“voice of CCA”

- principles (5)
- releases
- splash page – when a world event happens we can react to it.
- how we bring a whole country together

Board Kit

- new Board member kit
- bylaws
- lexicon
- Chapter pamphlet
- meeting schedule
- committee structure

Policy Committee

- David indicated that he would like to thank a very active committee
- ambitious undertaking
- translation of policies will cost about \$4,000
- the following timeline was established by the Committee:
 - distribution to the committee and a reply to David Paterson by June 15, 2008.
 - 2 members will review alignment between by-laws and policies
 - 2 members will review the alignment between our procedures and policies
 - 1 member will review the alignment between our policies and bilingual considerations.
 - teleconference with committee the first week of August (if needed).
 - begin translation
 - September 2008 presentation to the Board.
 - review and return in October.
 - Motion in November 2008: That the Board adopt the 2008 Policy Documents as presented.
 - if the Board is not prepared to do, the timeline can be changed.
- Maria thanked everyone and congratulated them on their hard work.

17. Council on Accreditation of Counsellor Education Programs (CACEP)

- Bill Borgen, who is a co-chair for CACEP presented to the Board.
- a set of overheads was distributed for the Board binders.
- Maria thanked Bill for taking the time to give his presentation and answer questions from Board members

18. Social Justice Chapter

- Jo-Anne Stoltz, who is a founding member of Social Justice Chapter and the current President, presented the by-laws of this Chapter.
- Jo-Anne indicated that she wanted to express gratitude to the Board for the financial support which allowed her to come to Moncton to present the by-laws.
- Jo-Anne outlined the process that had been followed to develop the by-laws.
- the Chapter wished to undertake advocacy and action whenever possible.
- local, national and international social justice issues will be of interest.
- the Chapter wished to get involved with Counsellor Educators to integrate social justice training into counsellor education.
- the Chapter does see part of its role to advocate to the Board to take a stance on social justice issues.
- 2.4.b of the by-laws states that thought will be given to the kinds of forums of conscientious objection.
- the question was asked regarding what sorts of actions are included within

that.

- Jo-Anne assured the Board that the Chapter would of course always work within its boundaries. i.e. it will be consistent within the Code of Ethics and rules of Chapter operation.
- she indicated that part of the role is to create tension.
- however, there needs to be a protocol for speaking out on issues
- the Chapter will of course avail itself of the Board Liaison and consult with that person
- it will be important to develop a protocol for consultation to be handed onto future chairs of the Chapter.
- the Board made suggestions for word changes and Jo-Anne indicated that she would review the comments and make the requested changes.

Motion: That the Board of Directors adopt the by-laws of the Social Justice Chapter in principle subject to the editorial and minor changes recommended.

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

Motion: To thank the people who have contributed their time to the formation of the Social Justice Chapter and the presentation of the by-laws to the CCA Board of Directors by Jo-Anne Stoltz.

**Moved by Ron Lehr. Seconded by Linda Wheeldon.
CARRIED**

19. Canadian Professional Counsellors Association and the Canadian College of Professional Counsellors and Psychotherapists

- a review of the website of this organization has led to some concern.
- colleges exist within provinces but they don't exist federally.
- this organization claims to have a college to regulate counsellors nationally.
- presents an important problem.
- the question was raised as to whether the Board should seek a legal opinion.

Motion: That the Board authorize the CCA Executive Director to obtain a legal opinion on the naming and protection of the name around the titles related to CPCPA.

**Moved by Kris Magnusson. Seconded by Réal LeClerc.
CARRIED**

20. Certification Reference Form

- the Certification Reference form currently is silent on the issue of whether the applicant is allowed to see the reference form.
- under the Freedom of Information Act the referee should be aware that the applicant may see the form.
- the question is should a one sentence notice be added to the form which indicates that the applicant can see the information if they request it.

- the candidate could waive the right to see the information.
- this would complicate the application process.
- when a person fills out the reference form they should know whether information will go to the candidate.
- the question is raised as to how credible are the references if they know they will be positive.
- is there validity to have reference forms?
- a person completing the form is agreeing to make their opinion have a difference in a person's professional status – i.e. the referee is authorizing the association to make a decision.
- the final decision was to put a statement on the form which will indicate the person completing the form that the applicant may have access to the information on the form.

21. CEU's and Insurance

Motion: To direct the National office to inform members who have insurance as a result of joining CCA before May 2000 and who are not required to submit Continuing Education Credits, that they will have to begin the practice of submitting Continuing Education Credits starting in 2011 to maintain their certification.

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

22. Next Meeting

- the next face-to-face Board of Directors Meeting will be November 15-16, 2008.
- the location is yet to be determined.
- the executive will meet on November 14, 2008.
- the Board will meet on November 15, 16, 2008.
- the next Board teleconference call will be on September 17, 2008 at 12:00 noon Ottawa time.

23. Adjournment

- Maria thanked everyone for two days of hard work and animated discussion.
- she voiced her appreciation for everyone's participation, trust, confidence, humour, and good intentions.
- she thanked everyone for continuing to be ambassadors for CCA.
- she also commended everyone and thanked them for the committee work.
- she hopes that everyone will feel free to call her if in the future there are any misunderstandings or miscommunications.
- she closed by saying that she is excited and proud of the work that we are doing.

Motion: To adjourn the meeting.

Moved by David Paterson.
CARRIED

President

Date

SUMMARY OF MOTIONS

Motion: To approve the agenda as presented

Moved by Mona Chevalier. Seconded by Linda Wheeldon.
CARRIED

Motion: To accept the minutes of the April 8, 2008 meeting as accurately reflecting the discussions and decisions of the Board.

Moved by Kris Magnusson. Seconded by Lorna Martin.
CARRIED

Motion: To accept the Financial Statements and the Auditors Report as presented.

Moved by Réal LeClerc. Seconded by Mona Chevalier.
CARRIED

Motion: To express appreciation to Connie Gerwing and Barb MacCallum for the work required to ensure strong financial results.

Moved by Kris Magnusson. Seconded by David Paterson.
CARRIED

Motion: That the Board ask Linda Wheeldon to be joined by two board members to form an ad hoc committee to generate information about a possible fee structure for counselling and also to consult with the Private Practitioners Chapter. This information is to be brought to the Board.

Moved by David Paterson. Seconded by Janice Tester.
CARRIED

Motion: That Dr. Glenn Sheppard be retained as amicus for the Ethics Committee with an honorarium of \$1,000.

Moved by Lynda Younghusband. Seconded by Linda Wheeldon.
CARRIED

Motion: That CCA undertake a pilot project, whereby the 2010 and 2011 Conference logistics will be coordinated by the CCA National Office in consultation with a local organizing committee that oversees the program, social, cultural and thematic elements of the conference.

Moved by Ron Lehr. Seconded by Connie Gerwing.
CARRIED
1 Abstention

Motion: In operationalizing the above motion, that the National Office conference organizing expenses and in-kind services be considered during the negotiations with a local organizing committee.

Moved by Kris Magnusson. Seconded by Réal LeClerc.
CARRIED

Motion: That the ten (10) member Adjudication Panel may include up to two (2) members of the public who may have a background in arbitration or mediation.

**Moved by Lynda Younghusband. Seconded by Maxine MacMillan.
CARRIED**

Motion: That for the 2008-09 year that we direct the Executive and the Board to implement the above process for the purposes of reviewing the following Chapters:

- Feminist Network
- Gay, Lesbian, Bi-sexual, Transgender
- Creative Arts
- Marriage and Family
- Pastoral

**Moved by Kris Magnusson. Seconded by Lorna Martin.
CARRIED**

Motion: That for the 2008 Conference, CCA cover the cost of the conference registration fees for the CCA Executive.

**Moved by Kris Magnusson, Seconded by Blythe Shepard
CARRIED
8 FOR
1 AGAINST
5 ABSTENTIONS**

Motion: That Blythe Sheppard be invited to remain on the Board for the 16 weeks from her move to the end of her term as the B.C. Director and that a new Director be elected using the normal election procedures.

**Moved by: Lorna Martin. Seconded by Kris Magnusson.
CARRIED**

Motion: That the Board approve the submission of a proposal for a November 2008 pan-Canadian Symposium on AIT mobility of the counselling profession as a follow-up to the 2005 Symposium.

**Moved by Lorna Martin. Seconded by Linda Wheeldon.
CARRIED
1 Abstention**

Motion: That the Board strike an ad hoc committee for the preparation of the AIT Proposal and subsequent implementation of the Symposium.

**Moved by Kris Magnusson. Seconded by Ron Lehr.
CARRIED
1 Abstention**

Motion: Clinical Supervision

Applicants for CCC certification who enrolled in an AUCC recognized institution's graduate program prior to the 2007-2008 academic year AND whose program did not include a required practicum that meets CCA approval may meet this requirement by:

1. Obtaining a supervisor from a CCA approved list;
2. Successfully engaging in supervised practice from the time of application as per the table below.
3. Submitting a proposed schedule for completion of required hours.

Years of Attested Experience	Total Hours of Practice	Client Contact Hours	Supervision Hours
0	2,000	700	50
Up to 2 Years	1,600	550	40
2 to 4.5 Years	1,200	400	35
5 Years or More	700	300	30

Motion: To amend the May 2007 motion as listed above.

**Moved by Michel Turcotte. Seconded by Ron Lehr.
CARRIED**

Motion: That the Board of Directors adopt the by-laws of the Social Justice Chapter in principle subject to the editorial and minor changes recommended.

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

Motion: To thank the people who have contributed their time to the formation of the Social Justice Chapter and the presentation of the by-laws to the CCA Board of Directors by Jo-Anne Stoltz.

**Moved by Ron Lehr. Seconded by Linda Wheeldon.
CARRIED**

Motion: That the Board authorize the CCA Executive Director to obtain a legal opinion on the naming and protection of the name around the titles related to CPCA.

**Moved by Kris Magnusson. Seconded by Réal LeClerc.
CARRIED**

Motion: To direct the National office to inform members who have insurance as a result of joining CCA before May 2000 and who are not required to submit Continuing Education Credits, that they will have to begin the practice of submitting Continuing Education Credits starting in 2011 to maintain their insurance through the association.

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

Motion: To adjourn the meeting.

**Moved by David Paterson.
CARRIED**

SUMMARY OF TASKS

Item	Agenda Reference	Item	Date	Responsibility
1.	4	Send auditor's letter to Bruce Bailey		David Paterson
2.	7	Generate information about a possible fee structure for counsellors		Linda Wheeldon
3.	10	Review Adjudication Panel document and send changes to Lynda Younghusband	ASAP	Board
4.	10	Populate Adjudication Panel	ASAP	Maria De Cicco
5.	8	Send Glenn Sheppard stipend of \$1000 as Ethics Committee amicus	ASAP	Barb MacCallum
6.	8	Send comments on Standards of Practice to National Office	June 30, 2008	Board
7.	8	Distribute copies of Policy Manual	ASAP	David Paterson
8	8	Maxine MacMillan to send comments re awards form to Blythe and Hope	ASAP	Maxine MacMillan
9.	11	Review Board self-evaluation	Nov Board Meetings	Board
10.	13	Prepare notice to go to Chapters under review	ASAP	Barb MacCallum
11.	13	Report to Board on Chapters under review	Nov Board Meetings	Chapter Liaisons
12.	15	Submit AIT proposal	ASAP	AIT Committee
13.	19	Consult with lawyer on CPCA	ASAP	Barb MacCallum
14.	20	Change Certification Reference Form to include release statement	ASAP	Barb MacCallum
15.	21	Notify members who have insurance as a result of joining CCA before May 2000 about the requirement for CEUs	ASAP	Barb MacCallum