

CCA Board Meeting

November 15, 2008, 8:30 a.m. - 5:00 p.m.

November 16, 2008, 9:00 a.m. - 2:30 p.m.

Sheraton Hotel, Ottawa, ON

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

Welcome

- Maria De Cicco welcomed Board members and thanked everyone for attending the meeting.
- this is the last face-to-face meeting for this Board.
- Maria indicated that the Board has accomplished a great deal and she thanked everyone for their support, encouragement, feedback, trust, collegiality, collaboration, humour and commitment.

Agenda

1. Approval of Agenda
2. Acceptance of Minutes
3. Conflict of Interest
4. Director's Reports
5. Rey Carr
6. Social Justice Chapter By-Laws
7. Affiliations
8. Committee Reports
9. Conferences
10. Canadian Journal of Counselling (CJC)
11. Chapters
12. Name Change
13. Directors for the Next Board
14. Awards
15. Symposium Follow-Up
16. Canadian Professional Counsellor's Association
17. Committee Reports
18. Other Business
19. Wrap-Up
20. Next Meeting
21. Adjournment

1. **Approval of the Agenda**

- Other Business was added to the agenda.

Motion: To approve the agenda as amended.

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

2. **Acceptance of Minutes**

Motion: To accept the minutes of the September 17, 2008 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Réal LeClerc. Seconded by Lorna Martin.
CARRIED**

3. **Conflict of Interest**

All attendees confirmed that they did not have a conflict of interest with regard to any of the agenda items.

4. **Directors Reports**

- the reports were distributed in the Board handouts.
- Directors reported on any events that had occurred since the submission of their written report.

Manitoba – Lorna Martin

- Lorna updated the Board on the ongoing work towards a certificate for school counsellors in Manitoba.

Nova Scotia – Linda Wheeldon

- the bill to regulate counselling in Nova Scotia has had second reading and will go to law amendments next week.
- Ron Lehr noted that the legislation in Nova Scotia has had some opposition.
- Marian McDonald is trying to garner as much support as possible.

Motion: That the Canadian Counselling Association (CCA), in recognition of the desirability of the regulation of the work of Counselling Therapists, offers its support to Bill 201: The Counselling Therapists Act as proposed by the Nova Scotia Association of Counselling Therapists, and currently before the Nova Scotia Legislature.

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

Ontario Anglophone – Hope Burke (Wojcik)

- Hope noted that a member of the NCR Chapter found it was awkward when information about the name change was discussed.
- this person indicated that she felt it had been adequately represented in CCA materials but people still did not know about it or understand it.

- is there any way that we can encourage and create awareness of critical issues?

New Brunswick – Francophone – Réal LeClerc

- Réal indicated that many New Brunswick Francophone guidance counsellors do not want to be part of an organization that has Psychotherapy in its name.

5. Rey Carr

- there has been a request to put a link on our website for his organization.
- David Paterson noted that in 1996 when CCA was first developing its website, CCA did exchange links with other organizations.
- we have not done this for several years.
- the National Office is to inform Mr. Carr that we are examining our policy and we are not making any changes at this time.

6. Social Justice Chapter Bylaws

- the amended by-laws were circulated prior to the meeting.

Motion: To approve the Social Justice By-Laws as presented.

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

7. Affiliations

- the New Brunswick Professional Counsellors Association (NBPCA) has requested affiliation.
- CCA must ensure that the affiliate program covers CCA costs.
- the first affiliate was NSACT.
- the other affiliate agreements are different from NSACT.
- standardizing the agreements is an important principle for the Board to consider.
- advantages of affiliation:
 - by having formal agreements CCA will expand its reach and influence.
 - very strong commitment to not lose membership.
 - increased membership.
 - greater penetration of CCA into other organizations.
- it was felt that New Brunswick should be supported.
- however, CCA needs to review the affiliate agreement to ensure that CCA costs are covered and to ensure that there is consistency in the application of the affiliate program.
- it was noted that the following wording should be added to the agreements:

“CCA reserves the right to decline application for affiliation in the event that the applicant’s purpose or philosophy is deemed to be contrary to the purpose, philosophy and / or ethical stance of CCA”

Motion: that the National Office gather the documents required to consider NBPCA to become an affiliate and to present that information to the Board of Directors along with a recommendation based on the data collected.

**Moved by Réal LeClerc. Seconded by Maxine MacMillan.
CARRIED**

- National Office was directed to contact NBPCA and indicate that affiliation is under consideration.

8. Committee Reports

Membership Services

- Maxine noted the new edition of the Student Newsletter.
- Ron recommended that all Counsellor Educators should be provided with copies of the newsletter.
- it was noted that in the past the newsletter has been posted on the website so that it can be downloaded.
- this way CCA does not sustain the printing costs.
- the suggestion was made to include the Student Representative names.
- as these change on an annual basis perhaps this can be an insert.
- the cost of printing the newsletter should be investigated.

Awards Committee

- Hope has been contacting members and already has two chairs in place.
- she is actively seeking more volunteers for the other chair positions.
- nominations are due on December 15, 2008.

Advocacy, Sustainability and Liaison Committee

- Lorna outlined the tasks that the committee has been undertaking:
 - providing direction on the Board of Directors orientation manual.
 - lexicon for acronyms.
 - creating a template for news releases that will allow CCA to have a public voice.
- Lorna also noted that the Social Justice Chapter is interested in media releases and has brought forward their guidelines.
- however, everyone acknowledges that it is important for CCA to have a single voice so there are no confusing messages delivered to the public.
- the Social Justice Chapter has provided assurance that any public messages will be done in consultation.
- the committee is recommending that the Executive Director be the single gateway which directs responses to the media.
- it will be important for the Executive Director to receive media training.
- it was also recommended that the president and president-elect receive similar training.

- it was recommended that a letter of appreciation be sent to the Social Justice Chapter, thanking them for their consultation and draft protocol and indicating the current public relations processes currently under development at Head Office.

Motion: That the CCA Board of Directors recommends that there be a single voice for CCA in media relations and that the voice will come from the Executive Director who will work in collaboration with the CCA President and the members and Chapters who have expertise with the issue.

**Moved by Lorna Martin. Seconded by Maxine MacMillan.
CARRIED**

Finance Committee

- CCA is in the process of building the budget to be reviewed in January 2009 by the Board of Directors.
- if a committee has a task that requires a financial allocation, that amount should be sent to National Office by November 30, 2008.
- Presidential Stipend or Honorarium
 - David Paterson noted that when CCA hired its first Executive Director the presidential stipend was discontinued.
 - he noted that the CJC Editor receives a Stipend.
 - the job of the President of CCA can be quite intense especially in the areas of ethics issues.
 - it was noted that a senior leadership job is extremely demanding and that if we want to attract leaders we need to provide support.
 - a discussion was held with regard to reinstating the stipend or honorarium.
 - it should be noted that both Maria De Cicco and Ron Lehr left the room during this discussion.

Motion: To allocate immediately an amount of \$15,000 as an honorarium for the President of CCA in recognition of service.

**Moved by Michel Turcotte. Seconded by Réal LeClerc.
CARRIED**

Ethics Committee

- the workload for this committee has been very intense this year and it was noted that the larger CCA becomes the more complaints we will receive.
- Lynda Younghusband will be stepping down from the Board in May 2009.
- the committee will need a new chair.
- it was also recommended that there be training at the conference and also a room at the conference where attendees could go to ask Ethics questions.
- this could perhaps be instituted through the Counsellor Educator's Chapter.
- another member of the committee is needed.
- it requires a particular expertise.
- perhaps another member for the committee can be found through the Counsellor Educator's Chapter.
- Kris Magnusson indicated that he would send a note to the Chapter.

Certification

- the committee has been reviewing the Certification forms.
- they will be discussed during the committee time tomorrow.
- Barb thanked Michel and noted that Michel has been instrumental in facilitating a new process for certification approval which has allowed faster turnaround for this process for straightforward certifications.

Policy Committee

- David noted that there was an action plan from the last Board meeting that he has not been able to advance.
- it is anticipated that a new timeline can be developed at the committee meeting tomorrow.

Bilingual and Bicultural Committee

- Réal apologized for the inactivity of this committee and indicated that he hopes to reactivate the committee prior to May 2009.

9. Conferences

2008 Moncton

- Maxine indicated that the comments have been compiled.
- two concerns were noted:
 - there were not enough events for School Counsellors
 - the appearance that CCA is only concerned with Private Practitioners.
- there will be wrap-up meeting on November 22, 2008.
- the exact amount of surplus from the conference is still to be determined.

2009 – Saskatoon

- Connie reviewed the current plans for the conference.
- the pre-conference workshops will consist of an aboriginal sweat lodge and a build for Habitat for Humanity.
- registration should be available soon.

2010 – Charlottetown

- the theme for the conference has been chosen – “Counselling – What’s on the Horizon”
- chairs for the committee are in place.
- this will be the first city under the new conference planning model.

2011 –

- based on the pattern of conference movement, Alberta would be a possibility for the 2011 conference.
- one of the places we have never visited is north.

- Lorna suggested that as an interim step we could set up a room at the conference that was video-linked to northern communities.
- it was noted that there are very few places that could accommodate such an arrangement.
- Yukon College is one of these.
- we could also consider inviting a delegate from each of the territories to the conference to establish some links.
- National Office was asked to coordinate data on the possibility of a video-link.

10. Canadian Journal of Counselling (CJC)

- we have a suggestion from Kevin Alderson (CJC Editor) regarding the timing for the transition to an online journal.
- a discussion was held about additional features that could be added to the Journal when it goes online.
 - a component could be added to summarize what is included in the edition for practitioners.
 - an addendum could be added which contains articles of a more practical nature.
 - a supplement could have opinion articles.
 - a “Did You Know?” section could be added.
- an analysis of the readership was also suggested.
- the following questions might provide useful information.
 - what type of articles are read?
 - what other topics would readers like to see?
- a transition to an online format will help CCA to reach out internationally.
- CCA does not want to in any way compromise the quality of the CJC.

Motion: To receive the letter from Kevin Alderson, Editor of the Canadian Journal of Counselling and to endorse the plan as proposed.

**Moved by David Paterson. Seconded by Linda Wheeldon.
CARRIED**

11. Chapters

- at the Moncton face-to-face Board meeting it was agreed to review the status of the various chapters to determine if they were still viable.

Pastoral Chapter

- conference calls were held and four people have stepped forward to determine if they can develop the by-laws and constitution for this Chapter.

Gay, Lesbian, Bi-Sexual, Transgender Chapter

- a wine and cheese reception was held in Moncton and only one person attended.
- an email was sent out and no one has come forward as a leader.

- options were discussed:
 - to have this Chapter merge with another Chapter i.e. the Social Justice Chapter.
 - however, this could not be done without the present members meeting to determine if they would like to be merged.
 - people join specific chapters and have expectations regarding activity.
 - we can't assume that they would agree to a merger.

Career Development Chapter

- Michel reported that this chapter is doing well in terms of membership.
- there is activity within the Executive
- the following questions were asked:
 - Can National Office maintain the treasurer responsibilities?
 - If we close a chapter what do we do with the money collected?
 - How is the money handled in each Chapter?

Private Practitioner Chapter

- a successful webinar was held.
- there is an Executive meeting of this chapter on Monday.

School Counsellors Chapter

- this chapter is investigating posting links to electronic resources.
- must first consult to determine what should be posted.
- there is activity throughout the membership.
- it was noted that conference workshops should be linked clearly to school counsellors.

National Capital Region Chapter

- this chapter is very strong.
- monthly meetings with professional development occur.
- also they are fundraising for the Coalition.
- they need to recruit new members to the Executive.
- they are making sure they are inclusive to Francophone members.
- congratulations to Mona Chevalier for her work in making this happen.

Feminist Network Chapter

- information was sent to members and a conference call was scheduled.
- this then had to be rescheduled due to lack of response.
- the rescheduled call was attended by one person.
- she wanted to reach out but was only able to attract one other person.
- there appears to be a backlash about discontinuing the chapter but no one is willing to take on the leadership positions.
- Kris suggested that perhaps we should have working groups instead of Chapters.
- the question was raised as to why people join a chapter.

- is it to identify with a group?
- newsletters

BC Chapter

- this is a strong, active chapter.
- the student representatives are active.
- regular teleconference are held.

Aboriginal Circle

- this Chapter appears active and well.

Creative Arts Chapter

- a new Executive has stepped forward to lead this chapter.

Counsellor Educator Chapter

- this chapter is active.

Marriage and Family Chapter

- there is no activity in this chapter.

Motion: to formally discontinue the Feminist Network Chapter, the Gay, Lesbian, Bi-sexual and Transgender Chapter, and the Marriage and Family Chapter and that the money provided to these chapters be sent back to the members.

**Moved by David Paterson. Seconded by Réal LeClerc.
CARRIED**

- a discussion was held about the Chapter fees.
- there was a sentiment that people who joined these chapters should be willing to take a leadership role and the fact that they do not does not warrant a refund of the fees.

Motion: To rescind the previous motion.

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

Motion: to discontinue the Feminist Network Chapter, the Gay, Lesbian, Bi-sexual and Transgender Chapter, and the Marriage and Family Chapter according to the procedures established at the May 2008 Board Meeting and that the outstanding Chapter Fees be absorbed into the CCA operating revenue.

**Moved by David Paterson. Seconded by Réal LeClerc.
CARRIED**

12. Name Change

- Maria reviewed the communication strategy.
- all emails received have been in favour of the name change.

- rather than answer questions individually, a committee was formed and it produced an FAQ which was posted on the website and sent out to members on the list-serv.
- we have received a few more questions since the FAQ was posted.
- one of the issues relates to voting on the name change.
- our by-laws do not provide for a vote of the membership other than at the AGM.
- however, not all members can attend the AGM.
- it also seems that School Counsellors are feeling disenfranchised.
- it may be possible to set up a plebiscite to poll members directly.
- a paper ballot will cost between \$6,000 and \$8,000.
- CCA could also consider an electronic poll.
- we need to look at a robust mechanism.
- we need to try and obtain the will of the general membership in a way that is above reproach.
- IAEVG have a system that they contracted out.
- we could explore this with CCDF.
- it was noted that we do not have legal authority to use the results of the poll.
- the majority of the Board felt that an electronic poll would be the best.
- letters would still have to be sent to people who do not have email addresses on file with CCA.

13. Directors for the Next Board

- the majority of Board members will have their terms expire in May 2009.
- it is important for Board members to encourage their constituents to put their names forward.
- if there is more than one name per province/territory then there will be an election.
- a platform statement will be required.
- this would be included in the Board package.
- Maria requested that Board members prepare a platform statement with a brief bio, 2 year vision and three areas that they see as important for the future of CCA.
- it was noted that continuity of the Board is ensured through the Executive.
- Board members were asked to send messages to their constituents encouraging them to put their name forward.

14. Awards

- Hope indicated that she was looking for a chair for the Student Awards Committee.
- she invited people to suggest names.
- Maria indicated that the Board held a discussion about the Honorary Lifetime Membership Award.
- this is to be awarded to Dr. David Paterson.

Motion: to officially acknowledge and note that the Board of Directors had made a unanimous decision via email to present the Honorary Lifetime Membership Award to Dr. David Paterson.

Moved by Lorna Martin. Seconded by Linda Wheeldon.

CARRIED

1 ABSTENTION

15. Symposium Follow-Up

- the Symposium was a great success.
- combining meetings with events such as this should be considered by future boards.
- the event situates the association very well.
- CCA may want to look at SSHRC funding as they have a northern initiative now.
- Key Message 6 at the Symposium related to the role of the professional association once regulation is in force.
- the Project Working Group may inform CCA on this subject but it is not the Project Working Group's issue.
- CCA may want to consider putting money saved by the joint meeting into the Legislative Support Fund (LSF).
- CCA needs to examine how it will change as regulation occurs.
- it will be important for CCA to remember to reserve funds to make the necessary changes.
- areas where CCA may wish to focus:
 - Advocacy
 - Certification
 - Continuing Education
 - National Exam
 - Transcripts
 - Student members
- one of the benefits of belonging to CCA is that we get the opportunity to see outside of our province.
- Quebec has been regulated for forty years and we may wish to learn from them.
- CCA also has CACEP and the CACEP competencies and the accreditation process is very rigorous.
- if CCA positions itself properly there are wonderful possibilities.
- need to be prepared to seriously examine this issue in the future.
- CCA has student members, a Code of Ethics and Standards of Practice.
- CCA will be in a strong position to provide leadership.
- the Project Working Group (existing and ongoing) and Barb MacCallum were thanked for their excellent work on this Symposium.

16. Canadian Professional Counsellors Association (CPCA)

- the Board reviewed the letter that has been received from our lawyer regarding CPCA and the college associated with them.
- after discussion the Board determined that a letter of inquiry should be sent to the College.

Motion: That CCA uses the occasion of the potential name change to have our lawyers review our letters patent to ensure that they are up-to-date with Industry Canada.

**Moved by David Paterson. Seconded by Lorna Martin.
CARRIED**

17. Committee Reporting

Policy Committee

- Following is the action plan developed by the committee.
 - Nov 22 - David will embed the six existing policies and distribute the document.
 - all committee members will review this document and feedback to the full committee.
 - each committee member has also accepted a specific responsibility:
 - Bilingualism and Biculturalism - Mona and Real
 - Preamble and principles (implicit and explicit) - Linda Wheeldon
 - Holes with Respect to Bylaws (and suggestions for Bylaw update)- Kris
 - Alignment internal to the document and external to by-laws - Lorna
 - Fit with CCA aspirations and trajectory – Ron
 - Fidelity with CCA history and traditions – David
 - Operational considerations - Barbara

Timeline

Nov. 22 - Embed 6 existing policies and distribute draft document (David)

Nov. 22 - Committee review to begin

Dec 9 - Reminder e-mail to the committee to complete task.

Dec 16 - Celebration of Beethoven's birthday by completing Policy Committee review.

Jan 15 - Distribution of new document

January 22 - Teleconference to accept new plan.

Advocacy, Sustainability & Liaison

- the outline for the orientation package for the new Board has been completed.
- the lexicon as it has currently been developed has been updated and distributed.
- acronym suggestions are welcome.

- a communications strategy was discussed.

Motion: That the Board directs the National Office to investigate the costs of media training for the Executive Director and the President of CCA and that the Board directs National Office to investigate the possibility of and costs associated with retaining a media communications officer external to CCA.

**Moved by Lorna Martin. Seconded by Réal LeClerc.
CARRIED**

Motion: That the following policy on media communications be included in CCA's next update of policies.

Policy

- a. Requests for information by public media or requests to release information by a CCA Chapter shall be directed to the Executive Director.
- b. That the Executive Director in consultation with the President (or designate) shall function as the sole information gateway by:
 - i. appropriately directing the information request to an expert member or Chapter Chair;
 - ii. appropriately re-directing the call to or consulting with the media communications officer, where one exists;
 - iii. providing a statement in collaboration with the President (or designate);
 - iv. maintaining an archive of media releases, communications, and requests for information an request for release of information.

**Moved by Lorna Martin. Seconded by Mona Chevalier.
CARRIED**

Certification Committee

- the committee discussed streamlining the Reference Form.
- they would also like to explore other possibilities related to prior learning experience.
- they may wish to develop a form for AUCC universities in order to obtain more information about practica and therefore be able to make more informed suggestions to the Counsellor Educators.
- issues they wish to pass on to the next committee are prior learning and recognition, a revisitation of the 120 hours.

Motion: To remove from the certification criteria reference to the category of membership and to replace the criteria by "Only members with graduate level training (from an AUCC recognized university) in counselling or a related field are eligible for certification. Applicants must be CCA members in good standing prior to applying for certification.

**Moved by Michel Turcotte. Seconded by Kris Magnusson.
CARRIED**

Motion: CCA members registered in doctoral studies in counselling or related field are eligible for student fees category for up to three consecutive years.

**Moved by Michel Turcotte. Seconded by June Sanderson.
CARRIED**

Membership Services

- this committee recommends to the Board that the production of the Student Newsletter continues.
- the committee indicated that the current committee will not be producing the next one.
- promotional materials are on hold until the name change is decided.
- 50th Anniversary Project
 - interview all past presidents of CCA and develop a video.
 - the video could be played on the website and also at the 50th Anniversary celebration.
 - will require funds.
 - the committee will investigate the cost and request that the cost be placed in the budget.
 - perhaps a summer student could undertake this project.
 - we may wish to have members volunteer to do the interviews.

Finances

- notice was supplied that a motion will be brought forward in January to allocate some of the surplus to the Legislative Support Fund.
- a discussion should be held about allocation of the projected surplus from this year.
- Kris suggested that a three-year rolling budget could be developed and the surplus could be carried forward.

Bilingualism and Biculturalism

- a suggestion was made that we ask Chapters to review their pages on the website, and ensure that they are current.
- then we would allocate funds to translate the Chapter pages.
- it was noted that the quality of the French has improved tremendously since 2005.
- it was suggested that a letter be sent to the Chapters to indicate that we can work on this project together.

Awards

- there was a reminder to encourage people to volunteer for the Chair positions.
- Maria thanked the committees for all of their hard work.

18. Other Business

- David Paterson reported on his attendance at the British Association for Counselling and Psychotherapy (BACP) Conference.
- David attended on behalf of Maria.
- David noted the following:
 - BACP is a very close sister organization.
 - BACP is embroiled in the issue of regulation.
 - by 2010 Great Britain will regulate the practice of psychotherapy.
 - 30,000 members
 - he would encourage CCA to offer complimentary registration to members of their board and that CCA continue to send someone to this conference.
 - Tim Bond, the guru of ethics was at the conference promoting his book.
 - BACP underwrote the publication of that book.
 - the conference offered continuing education and ethics upgrades to its participants.
 - the association has a real role to play in continuing education.
 - another project underway is the meta-analysis of psychotherapy and counselling in Great Britain.
 - books are published and underwritten by the association.
 - he also noted that they assigned a minder to visitors – a person who escorts you throughout the conference and ensures that you meet participants with similar interests.
 - this is an idea we may want to consider for CCA conferences.
 - AGM
 - any attendee could ask a question.
 - three minutes was allocated to each question.
 - responses were developed and sent out after the meeting.
 - one of the sessions was an open board meeting which all members could attend.
 - BACP also undertook a study to determine what counselling clients are looking for.
 - this was undertaken by a group that knows nothing about the field.
 - this kind of research would be interesting for CCA to consider.
 - CCA could look at doing joint projects.
 - the conference has streams.
 - that is how they organize CEU's.
 - David noted that the atmosphere was very collegial.
 - it will be important to retain our relationship with BACP.

Budget Surplus

- a brainstorming session was held on possible allocations of the surplus.
- the following ideas were generated:
 - developing national competencies
 - assessment of competencies
 - webinars

- migration to a new website design to allow CCA to use its website as a community builder
- video streaming at conferences
- implementing a Wiki
- developing or becoming a portal for certain courses that our members are missing.
- developing ideas to support recent graduates during their first year of practice.
- reviewing the possibility of buying an office building to house CCA rather than paying rent.
- in St. John's a decision was made to transition directly to the new Board and not to combine outgoing and incoming Board members during the next board transition – should we revisit that transition process?
- after discussion it was decided that each director should be supporting the transition and transferring their dossier without having a combined board meeting.

National Symposium

Motion: that the CCA Board of Directors receive the information gathered from the symposium on Inter-provincial Mobility and consider future roles/responsibilities related to a national association's role in a regulated environment including but not limited to issues such as assessment measures, public relations and standards of care.

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

19. Wrap-Up

- Maria thanked everyone for their participation and diligence in completing a full agenda.
- she encouraged everyone to think about members for the new Board.

20. Next Meeting

- the next meeting will be in January 2009 via teleconference.
- Barb will send out a poll to determine the most appropriate date.

21. Adjournment

The meeting adjourned at 2:30 p.m. (Ottawa time).

Motion: To adjourn the meeting.

**Moved by Linda Wheeldon
CARRIED**

President

Date

SUMMARY OF TASKS

Item	Agenda Reference	Item	Date	Respons.
1	5	National Office is to inform Mr. Carr that we are examining our policy and that we are not making any changes at this time.	January 2009	ED
2	7	Gather information on NBPCA and make a recommendation to the Board of Directors in January 2009	January 2009	ED
3	8	Send financial allocations for committees to National Office	Nov 30, 2008	Committee Chairs
4	8	Send a note to the Counsellor Educators Chapter re request for another member of the Ethics Committee	ASAP	Kris Magnusson
5	9	Coordinate data on the possibility of a video-link to northern communities during the CCA conference		ED
6	11	Send out notices regarding the discontinuance of the Feminist Network Chapter, the GLBTT Chapter and the Marriage and Family Chapter	ASAP	ED
7	12	Investigate electronic polling mechanisms	ASAP	ED
8	16	Send letter to CPCA	ASAP	ED
9	16	Have lawyers review letters patent in conjunction with the name change	When name change is approved	ED
10	17	Investigate the cost of media training	ASAP	ED
11	17	Change wording for Certification requirements related to Categories	ASAP	ED
12	17	Investigate the costs of producing the 50 th Anniversary video	Nov 30, 2008	Membership Services Committee
13	17	Develop and send letters to Chapters regarding the project to translate chapter material		Bilingual / Bicultural Committee ED

SUMMARY OF MOTIONS

Motion: To approve the agenda as amended.

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

Motion: To accept the minutes of the September 17, 2008 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Réal LeClerc. Seconded by Lorna Martin.
CARRIED**

Motion: That the Canadian Counselling Association (CCA), in recognition of the desirability of the regulation of the work of Counselling Therapists, offers its support to Bill 201: The Counselling Therapists Act as proposed by the Nova Scotia Association of Counselling Therapists, and currently before the Nova Scotia Legislature.

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

Motion: To approve the Social Justice By-Laws as presented.

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Motion: that the National Office to gather the documents required to consider NBPCA to become an affiliate and to present that information to the Board of Directors along with a recommendation based on the data collected.

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

Motion: to discontinue the Feminist Network Chapter, the Gay, Lesbian, Bi-sexual and Transgender Chapter, and the Marriage and Family Chapter according to the procedures established at the May 2008 Board Meeting and that the outstanding Chapter Fees be absorbed into the CCA operating revenue.

**Moved by David Paterson. Seconded by Réal LeClerc.
CARRIED**

Motion: to officially acknowledge and note that the Board of Directors had made a unanimous decision via email to present the Honorary Lifetime Membership Award to Dr. David Paterson.

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

Motion: That CCA uses the occasion of the potential name change to have our lawyers review our letters patent to ensure that they are up-to-date with Industry Canada.

**Moved by David Paterson. Seconded by Lorna Martin.
CARRIED**

Motion: That the Board directs the National Office to investigate the costs of media training for the Executive Director and the President of CCA and that the Board directs National Office to investigate the possibility of and costs associated with retaining a media communications officer external to CCA.

**Moved by Lorna Martin. Seconded by Réal LeClerc.
CARRIED**

Motion: That the following policy on media communications be included in CCA's next update of policies.

Policy

- c. Requests for information by public media or requests to release information by a CCA Chapter shall be directed to the Executive Director.
- d. That the Executive Director in consultation with the President (or designate) shall function as the sole information gateway by:

- i. appropriately directing the information request to an expert member or Chapter Chair;
- ii. appropriately re-directing the call to or consulting with the media communications officer, where one exists;
- iii. providing a statement in collaboration with the President (or designate);
- iv. maintaining an archive of media releases, communications, and requests for information an request for release of information.

**Moved by Lorna Martin. Seconded by Mona Chevalier.
CARRIED**

Motion: To remove from the certification criteria reference to the category of membership and to replace the criteria by “Only members with graduate level training (from an AUCC recognized university) in counselling or a related field are eligible for certification. Applicants must be CCA members in good standing prior to applying for certification.

**Moved by Michel Turcotte. Seconded by Kris Magnusson.
CARRIED**

Motion: CCA members registered in doctoral studies in counselling or related field are eligible for student fees category for up to three consecutive years.

**Moved by Michel Turcotte. Seconded by June Sanderson.
CARRIED**

Motion: that the CCA Board of Directors receive the information gathered from the symposium on Inter-provincial Mobility and consider future roles/responsibilities related to a national association’s role in a regulated environment including but not limited to issues such as assessment measures, public relations and standards of care.

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

Motion: To adjourn the meeting.

**Moved by Linda Wheeldon
CARRIED**