

**CCPA Board Meeting  
September 16, 2009  
Teleconference  
2:00 – 4:00 p.m.**

**Present:** Ron Lehr (Chair), Maria De Cicco, Lorna Martin, Linda Wheeldon, Michel Lefebvre, Robin Cameron, Blythe Shepard, Kathy Mueller, Ardele Gorman, Jeri Booth, Deborah Wood Salter, Madeleine Lelievre, Heather White, Louis Cournoyer, Lilli Janzen, Barbara MacCallum (Secretary).

**Absent:** Marcel Goguen

**Welcome**

- Ron Lehr welcomed board members and thanked everyone for attending the meeting.
- He also provided some information regarding teleconference etiquette.
- Ron also thanked the Executive and National Office for all of the work that had been completed over the summer months.
- He indicated that the National Office is very involved in a number of initiatives including the name change, new website, National Symposium, BCACC meeting, the Ontario Coalition, office space.

**Agenda**

1. Approval of Agenda
2. Approval of the May 17, 18, 2009 Minutes
3. Conflict of Interest
4. BCACC Meeting
5. Conference Update
6. Yammer
7. By-Laws
8. Policies and Governance Manual
9. Office Space
10. Committee Update
11. Website
12. Next Meeting
13. Adjournment

**1. Approval of the Agenda**

- The issue of the cost to translate Chapter material was added to the agenda under item 8.

**Motion:** To approve the agenda as amended.

**Moved by Maria De Cicco. Seconded by Linda Wheeldon.  
CARRIED**



2. **Acceptance of minutes**

**Motion:** To accept the minutes of the May 17-18, 2009 meeting as accurately reflecting the discussions and decisions of the Board.

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

3. **Conflict of Interest**

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

4. **BCACC**

- Ron provided a summary of the history of discussions with BCACC which led to the meeting in Vancouver in August 2009 with Duncan Shields (BCACC President), Jim Browne (BCACC Executive Director) and Glen Grigg (BCACC Executive Member).
- Representing CCPA at the meeting were Ron Lehr (CCPA President), Lorna Martin (CCPA President-Elect), Barb MacCallum (CCPA Executive Director) and David Paterson (CCPA Senator).
- Ron met with Duncan Shields in Saskatoon in May 2009 and after a lengthy discussion it was decided that a more formal meeting between CCPA and BCACC was in order.
- The purpose of the meeting was to discuss how the two associations could work together in the current environment and the coming regulatory environment in Canada.
- BCACC has been seeking the regulation of counselling for a number of years and is planning for its existence post-regulation.
- At the meeting it was acknowledged that CCC was recognized as a strong national standard for certification and that RCC was recognized as a strong provincial standard for certification.
- Ron noted that it is has been the protocol for both organizations to recommend that a person carry both designations if the question is asked.
- There was also discussion regarding Lorna Martin's work in investigating the feasibility of a National Certification Exam.
- There was a commitment to continue the discussion on November 25, 2009 at 7:00 p.m. in Ottawa.
- Glen and Duncan will be in Ottawa to attend the National Symposium.
- Duncan Shields and Ron Lehr also wrote an article about the meeting.
- Both articles will appear in Cognica and Insight (BCACC newsletter).
- Lorna also noted that there is little that can be said about regulation right now in BC as the rules will be made by the province if they decide to move forward with regulation.
- CCPA also has a strong linkage with the activities in BC through the BC Task Force.
- We understand the Duncan Shields met with Daryl Beckett of the BC Ministry of Health in September.
- There are approximately 800 CCPA members in BC.
- It is unknown what the effects of regulation will be with regard to CCPA membership in BC.

**5. Conferences**

- Conference 2010 – Charlottetown
  - Registration should be going live in the next week.
- Conference 2011 – Ottawa
  - The conference committee has chosen the theme of Bridging the Gap
- Conference 2012 – Alberta
  - A discussion should be held at the November Board meeting to choose Calgary or Edmonton as the host city.

**6. Yammer**

- Ron introduced the idea of using Yammer (a micro-blogging tool) to facilitate discussions amongst Board committees or Board members regarding topics of interest.
- For example the discussion of the by-law changes could be done using the Yammer Discussion Board.
- E-mail addresses for each director have been set up using the following format:
  - [provincedirector@ccpa-accp.ca](mailto:provincedirector@ccpa-accp.ca) e.g. [nldirector@ccpa-accp.ca](mailto:nldirector@ccpa-accp.ca).
- This address is mapped to the director's regular email address.
- Nicole will send each director their Yammer email address.
- Ron indicated that he has a 5 minute video that may help people orient themselves.
- He encouraged everyone to experiment and get to know Yammer.
- He encouraged committees to use Yammer for their committee work.

**7. By-Laws**

- Lorna updated the Board members with regard to the activities related to the review of the By-Laws.
- Lorna and the Governance Committee undertook to do a complete review of the by-laws in conjunction with the name change.
- The chart provided gives Board members a comparison between the old and new by-laws and also notes points for Board consideration.
- Board members are requested to review the changes and provide any questions to the Executive by the end of September.
- The questions or suggestions should go to Barb MacCallum who will collect them for Executive review.
- The Executive will then be able to do any research and report back at the November Board meeting.
- The By-laws must be approved at the November meeting in order for them to go forward to the members at the May 2010 AGM.

**8. Policy Governance Manual**

- Lorna updated the Board members with regard to the activities related to the review of the Policy Governance Manual.

- Lorna and the Governance Committee undertook to do a complete review of this manual which was adopted by the previous board on the understanding that it would undergo additional revisions.
- Board members are requested to review the document and provide any questions to the Executive by the end of September.
- The questions or suggestions should go to Barb MacCallum who will collect them for Executive review.
- The Executive will then be able to do any research and report back at the November Board meeting.
- The Policies must be approved at the November meeting in order for them to go forward to the members at the May 2010 AGM.
- An additional issue related to translation in connection to Chapter activities was discussed.
- The last Board formed a Bilingualism and Biculturalism Committee to review CCPA's bilingualism policies and make recommendations.
- The final recommendation of the Committee was related to making the Chapter pages on the website fully bilingual.
- At the Chapter Presidents meeting in Saskatoon in May 2009, the following proposal was put forward:
  - the money that had been recovered as a result of the dissolution of some chapters last year would be used as a fund to initially translate the current Chapter web pages.
  - these web pages would have standard headings and information.
  - this would be done after the Chapters had reviewed the pages and cleaned up any old information.
  - moving forward each Chapter would donate \$1 per member per year to a pool of money to be used for translation.
  - the pool would be matched by CCPA from the recovered Chapter funds.
  - the use of the pool would not be restricted based on the amount input.
  - this would assist newer chapters which may have fewer resources.
- It was agreed that this proposal would be circulated to all Chapter Presidents (not all were at the meeting) and the CCPA Executive for review and further discussion.
- Another follow-up discussion was held and the following points were made:
  - most Chapters agreed to the proposal.
  - there was still some hesitation from some Chapters and not all Chapters had had a chance to consult with their Executive.
  - the BC Chapter opted out as they have their own website.
- This summary assisted Heather White with regard to some questions raised by the Pastoral Chapter.

## 9. Office Space

- Ron provided the Board with an overview and update on the issue of CCPA's office space.

- The current office space no longer meets the space requirements and has some environmental issues.
- CCPA's lease ends in May 2010 at its current premises.
- The 2007-2009 Board had discussions relating to purchasing office space rather than leasing.
- In May 2009, the Executive confirmed that the National Office should begin the process of searching for suitable office space to purchase.
- Due to the economy, mortgage rates are at an all time low and this seems like a good time to make such a purchase.
- However, due to the specific nature of the Ottawa commercial real estate market, the type of building CCPA is seeking is not readily available.
- The search began in May and intensified in the July, August timeframe.
- There were only 7 properties that were within or near the parameters being used.
- One property which is still under construction was the only viable candidate.
- However, the discussion over this property sparked an additional review by the Executive with regard to purchasing a property at this time and the risks associated with this.
- The following questions were raised.
  - Does CCPA want to purchase office space?
  - If so, is this the right time?
    - there are a number of time-consuming activities occurring right now (name change, new website, National Symposium, development of a national exam, Executive Director's medical leave) which make the purchase of office space risky at this time.
    - Ontario, NS and Quebec now have legislation to regulate counselling, and legislation is pending in BC and NB.
    - it is uncertain how this will affect CCPA and its membership.
    - therefore, there is risk in undertaking a large purchase for CCPA.
  - Is this the right building?
    - this may or may not be the right building but there was discomfort with the fact that this is our only choice at this time.
    - based on the information from our real estate agent the market is not likely to improve in the short-term.
  - If we lease a property, how long should the lease be? (2 or 5 years)
    - if we lease we will get the best rates at 5 years.
    - this will delay the decision to buy until the next lease period.
    - we could lease for 2 years at a higher rate, but two moves in two years would be very difficult for the staff.
  - Is this something that the association is ready for?
    - the association has only been in a stable financial position for the past 5-6 years.

- although the association was stable financially in previous years, this stability was prior to the Association moving to the hiring of an Executive Director and additional staff.
- In the first few years with the first Executive Director the association had an unbalanced budget.
- although the association is 45 years old, the Policy Governance model is very new.
- it was indicated that a Policy Governance Board would normally debate the idea of purchasing and then if the decision was to purchase they would set the specific parameters for the purchase of property.
- the National Office would then be tasked with completing the activity within the parameters provided by the Board. Because the Board is not a Working Board, no Board members would be involved in any activities related to the process of securing a building. National Office would inform the Board of its discovery based on the set parameters.
- After summarizing the Executive discussion, Ron asked for input on the process for moving forward on this decision.
- Some of the questions/comments voiced by the Board were:
  - it is the role of the board to make these risky and difficult decisions?
  - what are the financial comparables?
  - what is recommendation of the Executive?
  - were areas such as Gatineau considered?
  - moves are disruptive so two relocations in two years would be difficult.
  - buying has the potential of providing equity.
  - the building could always be sold.
  - a downturn in membership could require cutbacks and the need to sell the building.
  - this might place the association in a cash poor position.
  - there are other investments such as the National Assessment that will require funds.
  - there are a number of risk factors which cannot currently be quantified.
- It was suggested that ~~the~~ a one-item Board meeting be scheduled in October to fully discuss this matter.

## 10. Committee Updates

- Ron noted that the committees should be preparing reports for the November Board meeting and should be reviewing their goals for the first 100 days.
- The following reports were provided:
  - Ethics Committee
    - this committee has been active during the summer.
    - responses were provided to a number of Ethics questions.
  - Professional Development and Education Committee
    - this committee is up and running.
    - have reviewed the BC Competencies to look for education areas.
    - are preparing a survey for members.

- Awards Committee
  - require suggestions for Committee Chairs.
  - Ardele will prepare something that can be sent to the Board and the Counsellor Educators Chapter.
- Certification Committee
  - Blythe has compared the CACEP requirements to the CCC requirements.
  - she will send the comparison to the entire committee.
- Sustainability Committee
  - an email sent on July 24 requires feedback from the committee.
- it was noted that Committee Chairs should submit reports and any material that is to go into the Board binder by October 30, 2009.

**11. Website**

- New website is under development.
- CCPA is to receive the beta site to test on September 17, 2009.

**12. Next Board Meeting**

- Barb MacCallum will send out a Doodle Poll to establish meeting dates for a teleconference in October 2009 to discuss the office space issue.
- The face to face meeting is in Ottawa on November 28 and 29.

**13. Adjournment**

The meeting was adjourned at 16:00.

**Motion:** To adjourn the meeting.

**Moved by Linda Wheeldon.**

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President

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Date

## SUMMARY OF MOTIONS

**Motion:** To approve the agenda as amended.

**Moved by Maria De Cicco. Seconded by Linda Wheeldon.  
CARRIED**

**Motion:** To accept the minutes of the May 17-18, 2009 meeting as accurately reflecting the discussions and decisions of the Board.

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

**Motion:** To adjourn the meeting.

**Moved by Linda Wheeldon.**



### Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	5	Decide on Calgary or Edmonton for Conference 2012	Nov 27-28, 2009	Board
2	6	Experiment with Yammer	ASAP	Board
3	6	Send out Yammer email addresses to Board	ASAP	Nicole
4	7	Review By-laws and provide feedback to Barb MacCallum	Sep 30, 2009	Board
5	8	Review Policy Governance Manual and provide feedback to Barb MacCallum	Sep 30, 2009	Board
6	9	Establish date for October Board Meeting`	ASAP	Barb MacCallum
7	10	Committee Reports	Oct 30, 2009	Board