

CCPA Executive Meeting / Réunion du comité exécutif de l'ACCP
November 4, 2009 - Le 4 novembre 2009
12:00 – 2 p.m.–12h00 à 14h00
Teleconference

Present: Ron Lehr (Chair), Lorna Martin, Blythe Shepard, Maria De Cicco

Regrets: Barbara MacCallum

1. Welcome

- Ron welcomed everyone and thanked them for attending the meeting.

2. Approval of the Agenda

Ron added the agenda item Saskatoon Conference update to the agenda.

Motion: To approve the agenda as amended.

Moved by Maria De Cicco. Seconded by Lorna Martin
CARRIED

Agenda

1. Welcome
2. Approval of Agenda
3. Approval of Minutes (September 14 & October 14, 2009 Executive Meetings)
4. Conflict of Interest Declaration
5. By-Laws
6. BCACC
7. Saskatoon Conference Update
8. November Board Meeting
9. Next Executive Meeting
10. Adjournment

3. Approval of Minutes

Motion: To accept the minutes of the September 14 and October 14, 2009 Executive Committee meetings as accurately reflecting the discussions and decisions of the Executive Committee of the Board.

Moved by Lorna Martin. Seconded by Blythe Shepard.
CARRIED

4. Conflict of Interest Declaration

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

5. By-Laws

- Discussed how to present a large amount of information to Board given the limited time allotted at the November Board meeting for this item (30 minutes).

- Discussed that Board members had time to provide feedback prior to the by-laws being sent out to the lawyer for comment. The Board, however, has not seen Governance Manual
- Suggestion that the by-laws be separated from the Governance Manual and focus on any by-laws that indicate change.
 - Executive noted that by-laws will need to be revisited in two years due to proposed changes under Canada Corporations Act.
- Suggested that we focus on by-laws on the first day and only use the Governance Manual as context for the discussion of specific by-laws. Eight manuals will be made available.
- Board will be asked to accept all by-laws as a whole (an omnibus motion)
- Board will also be asked to accept a motion to rescind the old by-laws.
 - Suggested that Executive prepare motions in advance to save time at the Board meeting.
- On the second day the discussion will focus on the Governance Manual. The only changes that will be made to the Governance Manual will be changes needed to be consistent with changes to by-laws.
 - Board will be asked to vote on the Governance Manual.
 - Again, the motion will be prepared in advance.
- Discussion moved to the constitution of the Board and who has the right to vote. This led to a discussion that some of our policies are not consistent with the linguistic and regional diversity that we are trying to address.
 - Suggestion that an ad hoc committee be formed to look at requirements of Board membership, affiliations, chapters, and partnerships
 - Discussions occurred regarding whether the term “voting member” or “certified member” ought to be used to describe the requirements for sitting on the Board.
 - The decision was made to use the term “voting member”.
 - Lorna will correct 3.3.2 to reflect the wording of legal counsel as obtained by Barb

6. BCACC Meeting

- Ron reminded Executive of the meeting with BCACC to take place on November 25 at 7 pm at the Sheraton Hotel. Glen Grigg and Duncan Shields will represent BCACC.
- The intent of the meeting is to continue the dialogue started in Vancouver on August 14, 2009.
- Discussion focused on ways to collaborate:
 - For example, steps to take regarding mutual membership and is this to our benefit?
 - Sharing in the development of an exam
 - CCC as a way to fast track to provincial College

- Maria suggested that we focus on a pan Canadian theme – an opportunity to explore and make relationships outside each province and to gain exposure to the rest of Canada through publications and national conference etc.
 - Joint publications
 - Exam committee made up of BCACC members
 - Maintenance of CEU's through webinars etc. at a lower costs if members of CPCA.
- Blythe voiced concerns about the time it might take for BC counsellors to become regulated and what this means for CCPA members in the meantime.
 - Lobbying insurance companies, possibly hire a lobbyist
 - Have BCACC lobby for our members who hold CCCs to have access to EAP contracts.
 - Consider harmonization of RCC and CCC – a task for the Certification Committee

7. **Saskatoon Conference Update**

- Ron reiterated what he had stated in an email that there may be a deficit as high as \$40,000.
- Ron will sign a cheque for \$30 000. to cover immediate costs
- Denise is on top of this situation and an audit will give us more information and possible next steps.

8. **November Board Meeting**

- If there are further agenda items, then current agenda items will need to be dropped.
- There is much to cover in two days.
- Lorna wondered if the Executive should submit a committee report
- Group suggested that we could think about submitting a report in the future.

9. **Next Executive Meeting**

- the next meeting of the Executive will be on November 25, 2009 at 8 am to chat, and then formally at 10 am Ottawa time.
- Lorna will arrive a few minutes late.

10. **Adjournment**

Motion: To adjourn the meeting.

**Moved by Lorna Martin.
CARRIED**

President

Date

Summary of Motions

Motion: To approve the amended agenda as presented.

Moved by Maria De Cicco. Seconded by Lorna Martin.

CARRIED

Motion: To accept the minutes of the September 14 and October 14, 2009, Executive Committee meetings as accurately reflecting the discussions and decisions of the Executive Committee of the Board.

Moved by Lorna Martin. Seconded by Blythe Shepard.

CARRIED

Motion: To adjourn the meeting.

Moved by Lorna Martin.

CARRIED

Summary of Action Items

Task Number	Task	Date	Responsibility
1	Prepare a preamble to the Board on the by-laws and governance manual.	ASAP	Lorna Martin
2	Create motions regarding acceptance of the by-laws ahead of time that replicates the process to be used at AGM 2010	ASAP	Lorna Martin
3	Inform Nicole that 8 copies of the Governance Manual will be needed at the Board meeting	ASAP	Ron Lehr
4	Lorna will correct 3.3.2 to reflect the wording of legal counsel as obtained by Barb	ASAP	Lorna Martin
5	Review current requirements to sit on the Board	ASAP	Ron Lehr

Follow-up Actions

Action #2:

- (1) To approve the 2009 by-laws in preparation for their presentation for adoption by the membership at the 2010 AGM.
- 2) To adopt the 2009 Governance Manual as the guide to policies, procedures, and by-laws of the Association.
- 3) (at AGM) to adopt the 2009 updated bylaws as the by-laws that guide the Canadian Counselling and Psychotherapy Association.
- 4) (at AGM) To rescind all by-laws prior to the 2009 updated by-laws of the Canadian Counselling and Psychotherapy Association.

Action #5:

In terms of the current Board, the following are our requirements:

3.3 Requirements for Board Membership

3.3.1 Commitment to the work of the Association

3.3.2 Full, honorary, student, or retired membership in the Association.

3.3.3 Knowledge and skill in one or more areas of Board governance: policy, finance, programs, personnel and advocacy.

Executive Consensus on By-law Change - Addendum:

1. Retain “voting member” as the by-law wording for membership requirement (3.3.2).
2. Revise Board member nomination forms to include:
 - a. Listing of associations in which the nominee is a member
 - b. Listing of area in which nominee has expertise: policy, finance, programs, personnel, advocacy (3.3.3)
 - c. Attachment of CV
 - d. Disclosure of censure by any former or current association, agency, organization or institution
 - e. Criminal and child abuse registry clearance.

Rationales:

1. Since the historic by-laws indicate “full membership” (full members may or may not hold CCC), using the phrase “voting member” would be status quo.
2. Requiring CCC would exclude students. This would require an additional by-law change. We’d like to encourage students to become full participants in CCPA.
3. The AGM will have a majority of PEI members, most of whom are largely school counsellors and may be eligible for but do not hold CCC. The by-law change may be perceived as a barrier to them. Since the motion is an omnibus motion, all by-law changes are at risk if one change is not acceptable.
4. Further changes to specific by-laws is possible in the next two years.
5. By changing the nomination form, it will be proactively possible, using other criteria for membership on the Board, to ensure nominees have the best interest of CCPA in mind.

Hopefully, these adjustments address our need to secure the stability of CCPA while moving the by-law renewal process forward.