

NCCPA Executive Meeting / Réunion du comité exécutif de l'ACCP
November 25, 2009 - Le 25 novembre 2009
9:50 p.m. – 5:00 p.m. –9 h 50 à 5 h 00

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

Regrets: Barbara MacCallum on sick leave

1. Welcome

- Ron welcomed Maria and Blythe and thanked them for attending the meeting. Ron acknowledged that Lorna would arrive later and that we would update her on any items at that time and ask for her input. We also made the decision to address some of the agenda items in a different order than as presented due to Lorna's late arrival.

2. Approval of the Agenda

Motion: To approve the agenda as amended.

- Discuss Serge Hall as potential New Brunswick Francophone Director to replace Marcel Goguen
- Lobbying efforts in regards to EAP
- Saskatoon Conference
- CACEP review
- Examination

Moved by Maria De Cicco. Seconded by Blythe Shepard. Carried

Agenda

1. Welcome
2. Open Discussion for Executive
3. Approval of Agenda
4. Approval of Minutes
5. Conflict of Interest Declaration
6. By-laws and Policies Manual
7. CCPA Governance Structure
8. Status of affiliates including updates on NSACT and NB
9. Implications of Name Change
10. Review of presentation on Ontario Coalition
11. Office Space
12. CPCA-Industry Canada
13. President's Conference registration
14. Strategic outreach and connection with provincial associations
15. Budget
16. BCACC meeting
17. Review of Board Meeting
18. Next Executive Meeting
19. Adjournment

3. Approval of Minutes

Motion: To accept the minutes of the November 4, 2009 Executive Committee meeting as accurately reflecting the discussions and decisions of the Executive Committee of the Board.

**Moved by Blythe Shepard. Seconded by Maria De Cicco.
CARRIED**

4. Conflict of Interest Declaration

Ron indicated that there was a potential conflict of interest with the CACEP item due to Acadia's application.

5. Open Discussion

- Discussion as to how to tie every action item to the mission of CCPA
- Translation issues
- Getting Board members to consider the main issues: Risk, Recruitment, and Retention of members
 - What will be your legacy when you walk away?
 - May have budget implications for projects started by committees.

Action item: Executive recommends that for all bi-lingual translations that all materials go through a linguistic revision by an alternate reader.

6. CACEP

- Given the changing landscape in Canada due to regulation, the Executive believed this would be a good time to review CACEP roles and responsibilities to CCPA and to gather information from universities as to the CACEP process.
- Re-examine accreditation from the context of variable regulation in the country.

Action item:

Ask the National Office for the last CACEP annual report

Add this item to the Board Meeting agenda:

- Ask CACEP to write a brief report as to its mission and purpose in a variable regulated environment.
- Ask Board to consider adding to the website those university programs that meet accreditation standards.
- Task Counsellor Educators Chapter to develop 5 to 6 questions to send out to counsellor educators regarding the accreditation process.

6. Status of Affiliates

- Ron to visit Board of the Federation of Counselling Associations in NB sometime in the Winter
- Executive noted that Affiliation are on hold right now until we have an opportunity to think through implications of affiliations in regulated provinces
- At this time, March 1st 2010 is the date set for the proclamation of the regulation of counselling legislation in Nova Scotia.

- How do we maintain a sustainable presence in a regulated province (CEU's, Pro-D, insurance)?
- Question whether to provide insurance to CCC and/or regulated province.
- What associations are available in each province with similar visions and mission statements? Who is it that we want to associate with?

Action item: Bring the question of insurance to the Board. Are we ready to make accessible our liability insurance to counsellors who meet regulation standards? Executive Director has received permission from Marsh, our insurance broker.

Action item:

National Office to develop a matrix of national associations and their provincial associations.

Bring to Board to develop an affiliation agreement.

7. Strategic outreach and connection with provincial associations

- Recognized need for advocacy role by CCPA in each province
- Developing and sharing tools and resources
- CCPA as a place to bring “burning issues” from provincial associations
- Create a CCPA association in each province (NBCCPA for example)
- Perhaps increase fees to cover new joint membership (CCPA member plus NBCCPA member) sharing national and provincial resources and member benefits.
- Expect that Nova Scotia might approach us on December 7, 2009 to request provincial association. Marian McDonald will need to make a written request from NSACT.
- CCPA press releases: Identify people who are the “go to” people on certain issues. Have Chapters prepare short papers (2 to 3 paragraphs) on current issues (e.g., child poverty, human trafficking in Canada)
- Promotion of CCPA
 - Develop provincial membership drives
 - Free copy of Cognica
 - Reduced conference registration fee?
 - Workshops half-price for members.
- Develop promotional live Powerpoint on membership for website.
- Executive develop travel plan to all provinces with a “script” about what we want to say in order to present a consistent message.
- Ron to visit associations in Ontario and he will need money from the Sustainability fund.
 - School counsellor associations
 - Transitional Council

Action Item:

The National Office needs to be prepared for a request by Nova Scotia to form a provincial association (NSCCPA) and to prepare the paperwork including protecting the title Nova Scotia Counselling and Psychotherapy Association (NSCPA).

The National Office needs to check that provincial names across Canada are still available.

Bring the idea of provincial association forward to Education and Policy (Advocacy) Committee as one way to present Pro-D opportunities across Canada.

8. President's Conference Registration

- For the PEI conference 2010, Ron's conference fee has been paid.
- In contracts commencing 2011, the president will not pay conference registration fees. The CEO, staff and President do not typically attend conference presentations but are part of the actual running of the conference.
- Question was raised about invited guests. What constitutes an invited guest? How many can be invited per year?

Action item:

Check with National Office as to how many invited guests actually come to the annual conference, per year? over the last five years?

9. By-laws and Policies Manual

- Present by –laws at Board meeting using three column document that Lorna developed (original by-law, proposed new by-law, and discussion.
- Provide information to Board that these by-laws were approved in principle by the previous Board. By-laws will be presented at the AGM in May 2010.
- By-laws and Governance manual were prepared to align with the 2011 changes by the Canadian Corporations Act.
- Discussed how to present By-laws to AGM May 2011.

10. Office Space

- Denise will present information at the Board meeting on negotiations (e.g., furniture included)
- Discussed need for examination space and potential Pro-D space (including videoconferencing)

11. Examination

- Self-assessment screening tool that can be taken anywhere in the world via website and can be automatically scored.
- Other ideas – Study materials, publications.
- Ron thanked Lorna for all the hard work that she put into exploring how to develop and conduct an examination.

12. Governance Structure

- Discussion about representation on the Board
- Discussion about role of CCDF, Aboriginal/Indigenous Voice, diversity representation, and how these are consistent with the linguistic, regional and diversity required on a policy board.
- Role of affiliates needs to be renegotiated.

Action Item: Ron to discuss changing relationship between CCDF and CCPA with Executive Director and Executive of CCDF.

13. Implications of Name Change

- Intent is to be more inclusive of psychotherapists
- Develop strategy so that CCPA comes up as the first hit when Googled.
- Where are we one year later in terms of membership numbers? In terms of number of CCC's?
- Some members have questioned whether we should have CCC and CCP
- Who are not part of CCPA – those who have no Masters degree – how can we reach out?

Action item: Talk to National Office to explore costs involved in having CCPA website come up first when googled.

14. Ontario Coalition

- Discussion about the benefits to sustainability of CCPA and to the vision of CCPA
- Discussion about third quarter payment and question to Lorna about the use of population versus membership numbers in the risk management chart.
 - Mission to protect public from harm
 - Question as to why Ontario did not apply to the Legislative Support Fund.
 - What have members done to supply money to the Coalition?
- Potential to lose 1200 members
- What assurances can we put in place for membership retention? How can we be proactive? What voice does Coalition have with Transitional Council?

Action Item:

Our Executive opinion is to float the money now to Ontario. We will need a full report to the Board from the CEO of CCPA as to how that money is spent and where we are in terms of our mission statement.

CPCA-Industry Canada

- To take out the word “college”

Action Item:

Executive to send letters to NSACT, l'ordre des conseillers OCCOPPQ, and transitional college of Ontario for support on this matter.

15. BCACC Meeting

- Check out the costs of having reciprocity between CCC's and RCC's in BC

Action Item:

National office to report back to Executive on the financial costs to CCPA.

17. Saskatoon Conference

- Denise came in with an update on the Budget after meeting with Connie

18. Serge Hall

- CV was reviewed. Noted that CV did not have skills criteria that we are looking for but overall it was believed he would be a good Francophone representative for NB and we would recommend his appointment to the Board for approval.
- Need to have on website the requirements, roles and responsibilities of Directors
- Change application form for Director's Nomination

Action item:

- Governance Committee to write up the requirements, roles and responsibilities of Directors
- Governance Committee to revise application for Director's Nomination

19. Lobbying for EAP

- Develop media kit for CCPA that can be made available to Directors, EAP companies, and third party billing companies as well as to lobby for inclusion as part of Health Professions.
 - Who we are, what CCC means

Action Item:

- Education and Advocacy (Policy) Committee to develop media package.

Next Executive Meeting

- The next meeting of the Executive will be on held prior to the January Meeting of the Board and will be determined by a doodle poll.

Action Item: Ask Denise to send out a Doodle poll

- **11. Adjournment**

Motion: To adjourn the meeting.

Moved by Lorna Martin.

CARRIED

President

Date

Summary of Motions

Motion: To approve the agenda as amended.

**Moved by Maria De Cicco. Seconded by Blythe Shepard.
CARRIED**

Motion: To accept the minutes of the November 4, 2009 Executive Committee meeting as accurately reflecting the discussions and decisions of the Executive Committee of the Board.

**Moved by Blythe Shepard. Seconded by Maria De Cicco.
CARRIED**

Motion: To adjourn the meeting.

**Moved by Lorna Martin.
CARRIED**