

**CCPA Board Meeting
November 28-29, 2009
Sheraton Hotel, Ottawa, ON
8:00 am – 5:00 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, Marcel Goguen, Denise Beaudette-Manley (Secretary)

Regrets: Barbara MacCallum

Welcome

- Ron welcomed everyone and thanked them for their time commitment.
- he also thanked the National Office staff for their work.
- Ron provided an update on Barb.
- Ron reviewed information regarding the Board of Directors, the role of the Board members, and the Vision.
- the Vision and the 100 day plan concept were reviewed.

Agenda

1. Approval of Agenda
2. Approval of the April 30, 2009 and May 6, 2009 Minutes
3. Conflict of Interest
4. Directors Reports and Chapter Liaison Reports
5. Governance Manual
6. National Symposium
7. National Exam
8. Committee Reports
9. Conferences
10. Canadian Journal of Counselling
11. Cognica
12. Office Space
13. Ontario Coalition
14. NSACT
15. Implications of Name Change
16. Committee Reports – Next 100 Days
17. NCR Chapter
18. E-Mail List-serv Policy
19. Chapters
20. Dates for Board Meeting
21. CCPA Vision
22. Next Meeting
23. Adjournment

1. **Approval of the Agenda**

The following items were added to the agenda:

- distribution of Professional Development activities, policies on email broadcast.
- Marcel Goguen's resignation.
- National Examination.
- update on NSACT.

Motion: To approve the agenda as amended.

**Moved. Seconded.
CARRIED.**

2. **Acceptance of Minutes**

Motion: To accept the minutes of the September 16, 2009 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved. Seconded.
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**

- a request was made that the Director's Reports be sent out in advance of the next Board meeting.
- **Saskatchewan (and School Counsellors Chapter)**
 - School Counsellors are feeling invisible.
 - received an anonymous complaint, , therefore the complaint could not be forwarded to the Ethics committee.
 - School Counsellors Chapter
 - would like to orchestrate strategic planning at the Charlottetown Conference.
 - paid a large amount of money to a facilitator in Saskatchewan; limited results; new facilitator in Charlottetown.
 - the new executive members are a very capable group of people.
 - Lorna provided the School Counsellor Chapter with information related to the requirements for provinces, as requested by Janice Graham-Migel. Ron recommended that the Directors receive information on the School Counsellors Chapter as our association was built by school counsellors.
- **British Columbia (Province and Chapter)**
 - this is a large province - Kathy is remote now but spent many years in Vancouver with the BC Chapter.
 - she still feels that it is important to fully utilize technology.
 - however, she has moved to a remote location so it is more challenging.
 - BC Chapter has its own website – but moving to CCPA website.

- School Counsellor's issue involves the whole country.
- added a student from Gonzaga.
- good representation from students.
- the notices of people who are leaving CCPA were questioned.
- Denise explained membership process and the gains and losses.

- **Quebec Anglophone**
 - school counselling is okay in Quebec.
 - the focus in Quebec is on other types of counselling.
 - there are very few CCPA members.
 - Bill 21 was passed in Quebec and the title of Psychotherapist is now protected in Quebec.

- **Quebec Francophone**
 - with the passage of Bill 21, it could be problematic for people to call themselves Psychotherapists.
 - trying to determine if a grand-parenting clause will be available for some people.
 - a card that says they are a member of an association that has psychotherapy in its name could be problematic.
 - to be a member of the Order you have to pass a French language exam.
 - Psychologists have to have a doctorate to practice.
 - why did they protect psychotherapy?
 - A TV show in the 80's highlighted some counsellors that were not trained.
 - spread from there to all mental health professions.
 - Directors will be looking at what will be happening.
 - we need more French professional development.

- **PEI**
 - there are political challenges.
 - working hard on the conference.
 - Department of Education decided to remove the school counsellor specialist position without any warning.
 - current Minister of Education was a member of CCPA.
 - they needed to make financial cuts so this was the first item they cut.
 - there is continuing pressure to reinstate the position.
 - regulation – current Minister of Health is a former principal and school counsellor.
 - lobbying is effective.
 - were able to present at caucuses.
 - watching Nova Scotia and New Brunswick regulation process
 - PEI is small but powerful.

- **Ontario (Francophone)**
 - new college of Psychotherapy is being created.
 - we support the new College.
 - more individual counselling than college counselling.

- key issues: surveys, certification, insurance, credibility, French professional development.
- **Ontario (Anglophone)**
 - Queens University does not offer counsellor course.
 - mostly psychologists.
 - Robin will contact Lorne Flavelle for information on the Private Practitioners Chapter.
 - needs to find out how to get responses from Ontario.
- **Newfoundland**
 - Professional Development – a lot is happening and travelling around the province.
 - Gabor Matté will be in NL in May 2010.
 - EAP recognizes CCPA.
- **New Brunswick (Francophone)**
 - there is a tradition to present CCPA to graduate students.
 - full day event.
 - was very successful.
 - would like an annual event (for students).
 - \$30 late fee for people not renewing is seen as punitive.
 - Denise explained that the late fee was often waived.
 - legislation – monthly meetings are occurring.
- **New Brunswick (Anglophone)**
 - questioned what should be done with the copy of the cancellation notice that is sent to Directors at the same time that it is sent to the member.
 - learning how to network within the province.
 - new student representative at UNB.
 - the goal is to have legislation to the floor of the legislature in the spring.
- **Manitoba**
 - working on outreach.
 - June saw the launch of the provincial school counsellor certificate.
 - it is optional but some school divisions are making it mandatory.
 - criteria for School Counsellor is at least a post-baccalaureate degree.
 - Creative Arts Chapter
 - CAC active.
 - meeting at conference in small groups.
 - much volunteer activity.
- **Nova Scotia**
 - Julie Benson – new registrar for NSACT
 - third party billing is one of the issues that NSACT are encountering.
 - biggest employer is government.
 - critical incident counsellors are very busy.
 - Marian McDonald had been working hard on the regulations.

- we have many options for lobbying.
 - evaluating other professions.
 - will ask John Sumarah if he can distribute document on evaluation of programs.
 - Master's degree is the standard.
 - no Transitional Council – going straight to regulation.
 - it is anticipated that the new College will launch in the fall.
- **Alberta**
 - why become a CCC if they are going to become a Registered Psychologist?
 - the idea to start an Alberta Association to give them a sense of identity was discussed.
 - contacting student representatives to set up networks around the province.
 - perhaps a Prairie Chapter can be established.

5. **Governance Manual**

- Lorna explained that only the documents under Tab 3 (Constitution and By-laws) will be at the AGM, the full manual, which includes Board processes) is for the Board of Directors only.
- By-laws will only be in effect for 2 years.
- the new law passed in June 2009 regarding not-for-profit corporations will require CCPA to revamp its by-laws again within the next three years.

Motion: To approve the 2009 By-laws in preparation for their adoption by the membership at the 2010 AGM.

**Moved. Seconded.
CARRIED.**

Motion: To adopt the 2009 Governance Manual as the guide to policies, procedures and by-laws of CCPA.

**Moved. Seconded.
CARRIED.**

6. **Symposium**

- this is the second project funded by HRSDC.
- graduate students working with Blythe collected Standards of Practice, Codes of Ethics and Scopes of Practice, from Canada and internationally.
- the Project Working Group met by teleconference every two weeks to organize Symposium.
- they developed three summary papers.
- invitations went to provincial organizations.
- all provinces and one territory (Nunavut) were represented.
- there were 14 different associations.
- another proposal will be sent to HRSDC for another round of funding.
- this project positions the national association very well.
- Board members requested a list of representatives – there is a privacy issue in releasing this information.

- the names of the organizations who attended can be released but not the individual names without permission
- Blythe explained the process and groups involved in developing the BC Competency Profile.
- at the Symposium it was acknowledged that there is a baseline scope of practice.
- Counselling Core and Core Competencies were discussed.
- Communication Plan - under development.
- Connie Gerwing is doing a summary that will be distributed.
- Directors are not responsible for advocating for the Symposium but can put anyone asking in contact with the correct people.

7. National Competency Exam

- the exam will be looking at core competencies.
- we are looking for funding.
- will be approaching the provinces to see if they want to participate in the test development process.
- will be offering the assessment free of charge to regulated colleges.
- a self assessment screening tool will also be available to help candidates determine readiness.
- the exam would cover core competencies – the associations and colleges would have to determine what they will do with the results.
- additional components to certification may be required within each province.

Motion: The CCPA Board of Directors endorses the development of a national assessment of counsellor competencies to be offered to regulatory colleges and associations across Canada.

**Moved. Seconded.
CARRIED.**

8. Committee Reports

Ethics Committee

- Madeleine resigned from the Committee due to time commitment required.
- teleconference with Lynda is upcoming.
- Committee has been very busy.

Certification Committee

- using the AUCC website, it is hard to find programs related to counselling.
- new Certification forms have been put on the website.
- still working on the CACEP and CCC link.

Motion: CACEP Accredited programmes will be listed on the CCPA website

**Moved. Seconded.
CARRIED.**

Motion: Applicants who graduate from a CACEP accredited programme will be fast tracked through the certification process.

**Moved. Seconded.
CARRIED.**

Awards Committee

- need more members - Louis volunteered to assist with French submissions.
- December 15 is the deadline.
- a reminder should be sent to members.

Governance

- Barb and Lorna reviewed the Bylaws and Governance Manual and have revamped them.
- Serge Hall has been recommended by both Marcel and Madeleine for the NB Francophone Director.

Motion: To appoint Serge Hall as the New Brunswick Francophone director until the end of this second year term.

**Moved. Seconded.
CARRIED.**

- many thanks to Marcel for his hard work and for coming to the meeting.

9. Conferences

Charlottetown - 2010

- call for proposals ended October 31, 2009.
- 160 proposals were received.
- excellent mix.
- approximately 60 proposals were accepted.
- programme is being developed.
- registration is up but has not been active.
- the board is to let Nicole know about the room sharing situation by April 1, 2010.
- Board meeting is in advance of the conference.

Ottawa - 2011

- the theme has been chosen – Bridging the Gap
- Keynotes chosen – Isaac Prylutenski, Scott Miller and Danie Beaulieu.

Conference 2012

- Calgary vs. Edmonton

Motion: To hold the 2012 Conference in Calgary.

**Moved. Seconded.
CARRIED.**

10. Canadian Journal of Counselling

- CJC – is now only available online.

11. Presentation of Cognica Online

- Nicole Maurice presented the new version of Cognica online.
- there will also be a printer friendly version.

Motion: That Cognica be moved to an online version only beginning in April 2010.

**Moved. Seconded.
CARRIED.**

12. Office Space

- new office space has been found and a lease is in place.
- 2,200 square feet.
- Class A building.
- came with furniture.
- lease starts April 1st – the old lease ends May 31st.
- there is a cost escalation clause.
- buying this building in the future is not an option.

13. Ontario Coalition

- there was discussion regarding risk management in the face of regulation.
- a motion to pay the December 2009 and March 2010 fees to stay as members of the Coalition was recommended.

Motion: That the CCPA Board approve the disbursement of the December 2009 and March 2010 payments to retain a seat at the Ontario Coalition table. Each payment is \$2,745.

**Moved. Seconded.
CARRIED.**

14. NSACT

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- a discussion regarding CCPA's relationship with Colleges and possible insurance coverage for members ensued.
- the potential impact of CCPA losing NSACT members was discussed.

15. Implications of the Name Change

- new webpage has reduced our visibility on Google.
- ideas related to sustainability were discussed:
 - load the first couple of days of the conference with sessions on clinical and private practice information to attract more people to the conference.
 - research professional development needs of psychotherapists new to CCPA; strategies for outreach, marketing opportunities.
 - research records on specialty areas of CCPA members.
- ideas were referred to the Sustainability Committee.

16. Committee reports – Next 100 days

Sustainability

- the committee has developed and shared a Profile template with directors.
- the committee is looking at featuring counsellors from across the country with these profiles
- the committee has asked directors to find counsellors in their provinces that could be profiled.
- it was suggested that we add fun questions in a member's profile.
- ask members if they "Would you like to be profiled or know someone who should be profiled."
- at conferences consider: options for purchasing clips from conference; speakers could have their sessions videotaped and be on our website. This would be a promotion for the speaker; options for purchasing clips from conference and put them on our website.
- look at member benefits such as: possibilities for travel reductions – hotels, flights.
- Sustainability and Certification committees will look at connections concerning member benefits.
- we want to be recognized as THE National Association for Counselling and Psychotherapy.

Next 100 days

- post 6 profiles on the website (Jan 2010).
- Board Members were asked to contact/interview Chapter Presidents and/or student reps as a start for developing profiles.
- create a Flyer on CCPA's W5 (Who, What, When, Where, Why)
- spice up our website with Trivia/FAQ questions that address themes: 45 years, # of provincial members.
- in PEI, ensure that at least 4 workshops (2 French/2 English) and Pan-Canadian Panel on Regulation be videotaped and be made available to members and non members on a cost recovery basis.
- develop a budget for sustainability activities

Education and Policy Committee

Motion: That the board agrees that Professional Development is an important sustainability initiative and must become a priority of the Association.

**Moved. Seconded.
CARRIED.**

Next 100 days:

- Survey results – Professional Development.
 - receive data from National Office
 - data analysis
 - share with committee
 - feedback to Jeri
- examine Conference Evaluations from 2007-2008-2009.
- protocols for presenters in a Professional Development model.

- instructions to presenters
- introductions of speakers
- Criteria template
 - develop an education plan abstract for each event
- instructions for content template
- delivery
- evaluation – Level 1 – template
- measurement instrument
- Media Package.
 - For EAP etc.
 - contact private practitioners
 - encourage EAPs to advertise in Cognica
 - ask board members
 - 3rd party providers
 - how EAPs work in each province
 - identify top 2 concerns
 - Federal Government Research EAPs use
- Conference Session
 - Purpose
 - Data
 - PP
 - Allocate session responsibilities
 - Plan for Delivery – Ad in Cognica
- Policy and Advocacy.
 - Issues of voice and equity within CCPA
 - Board – first research

Motion: That CCPA investigate the allocation of funds to hire a staff person to research, develop and promote delivery of Professional Development in an Pan-Canadian environment through the National Office of the CCPA.

**Moved. Seconded.
DEFEATED.**

Motion: That the CCPA Board task the National Office with researching different models promoting professional development, delivery modes and supporting professional development in a Pan-Canadian environment and support the bilingual staffing requirement to make this occur.

**Moved. Seconded.
CARRIED.**

Certification

1. Criteria for supervisors
 - a. qualifications.
 - b. professional organizations to which they belong.
2. Review of Certification Process
 - a. Criminal record check – difference between membership and CCC.
 - b. AUCC requirement.

- c. updated reference check form.
3. Examine the connection between CCC, CACEP & Competencies.
 - a. ask CACEP for a report on Purpose and Mission in the context of Regulatory Environments.
 - b. Task Counsellor Educator's chapter to develop a survey for CE's regarding accreditation.
4. examine the benefits of CCC in a regulatory pan-Canadian environment.
5. how do we promote the benefits of membership (develop a plan/package)?
6. notify AUCC University Programmes that they can get accredited and their students can be fast tracked.
7. request for a CACEP report re: regulated environment.

Motion: That CACEP be asked to provide a substantive report on the Accreditation Process and outcomes including an examination of its purpose and mission in the context of a regulatory environment.

**Moved. Seconded.
CARRIED.**

Motion: That the CE Chapter be asked to develop and deliver a survey and provide the Board with the results of the survey about the processes and outcomes of accreditation by March 15, 2010.

**Moved. Seconded.
CARRIED.**

17. NCR Chapter

- need to see the previous bylaws in relation to revisions.
- Barb to pre-read and ensure it is consistent with our national bylaws.

18. Email List-serv Policy

- it is a privileged network.
- provincial/territory director must approve outgoing emails.
- there could be a charge for a provincial listserv.
- member/non member fee for Professional Development announcements.
- we may want to look at members requesting to be on a Professional Development listserv.
- The CEUs are listed on the website at no charge. They can get pre-approved.
- job opportunities can also be distributed, and put on website.
- QC and NL use the listserv as an effective way of distributing Professional Development opportunities.
- more consistency in using the list-serv for advertising professional development opportunities is needed to avoid variable advertising costs to external organizations.
- visit the option of automatic messages being sent out for upcoming Professional Development, filter by province, members only, notification flag in members database.
- Robin, Lilli and Maria to form an ad hoc committee with Michel as a French Consultant.
- concern about the confidentiality of Yammer.
 - it was noted that Yammer is password protected.
 - it is one tool that can be used.

19. Chapter Reports

NCR Chapter

- looking into Professional Development

Career Development Chapter

- Marcel missed the meeting.
- Louis is now the liaison.

Counsellor Educator's Chapter

- changing the whole day event to a half day event during the conference.
- David Smith mentioned that the Counsellor Educator Chapter is looking at doing a Student newsletter.

Aboriginal Circle

- no report

Social Justice Chapter

- Habitat for Humanity donation from the last conference raffle.
- working on Contribution to Community.
- working on articles for Cognica.
- conference submission

Pastoral and Spiritual Care Chapter

- conference calls
- working on newsletter
- proposal for PEI – diversity in spiritual care

- it was noted that Directors who are Board Liaisons are not executive members of the Chapter.

20. Board Meeting Dates

- question arose around the timing of board meetings.
 - Mother's Day problematic.
 - structure of Board Meeting preceding Conference on weekdays (weekends preferable for private practitioners particularly).

21. CCPA Vision

- vision was reinforced.

We want the Canadian Counselling and Psychotherapy Association to be recognized as THE National Association for Counselling and Psychotherapy.

22. Next meeting

- by teleconference, Thursday January 28, 2010 at 3 p.m. (Ottawa time)

23. Adjournment

Motion: To adjourn the meeting.

**Moved.
CARRIED**

SUMMARY OF MOTIONS

Motion: To approve the agenda as amended.

**Moved. Seconded.
CARRIED.**

Motion: To accept the minutes of the September 16, 2009 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved. Seconded.
CARRIED.**

Motion: To approve the 2009 By-laws in preparation for their adoption by the membership at the 2010 AGM.

**Moved. Seconded.
CARRIED.**

Motion: To adopt the 2009 Governance Manual as the guide to policies, procedures and by-laws of CCPA.

**Moved. Seconded.
CARRIED.**

Motion: The CCPA Board of Directors endorses the development of a national assessment of counsellor competencies to be offered to regulatory colleges and associations across Canada.

**Moved. Seconded.
Discussion
2 Abstentions
CARRIED.**

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**Moved. Seconded.
CARRIED.**

Motion: Applicants who graduate from a CACEP accredited programme will be fast tracked through the certification process.

**Moved. Seconded.
CARRIED.**

Motion: To appoint Serge Hall as the New Brunswick Francophone director until the end of this second year term.

**Moved. Seconded.
CARRIED.**

Motion: To hold the 2012 Conference in Calgary.

**Moved. Seconded.
CARRIED.**

Motion: That Cognica be moved to an online version only beginning in April 2010.

**Moved. Seconded.
CARRIED.**

Motion: That the CCPA Board approve the disbursement of the December 2009 and March 2010 payments to retain a seat at the Ontario Coalition table. Each payment is \$2,745.

**Moved. Seconded.
CARRIED.**

Motion: That the board agrees that Professional Development is an important sustainability initiative and must become a priority of the Association.

**Moved. Seconded.
CARRIED.**

Motion: That CCPA investigate the allocation of funds to hire a staff person to research, develop and promote delivery of Professional Development in an Pan-Canadian environment through the National Office of the CCPA.

**Moved. Seconded.
Discussion.
DEFEATED.**

Motion: That the CCPA Board task the National Office with researching different models promoting professional development, delivery modes and supporting professional development in a Pan-Canadian environment and support the bilingual staffing requirement to make this occur.

**Moved. Seconded.
CARRIED.**

Motion: That CACEP be asked to provide a substantive report on the Accreditation Process and outcomes including an examination of its purpose and mission in the context of a regulatory environment.

**Moved. Seconded.
CARRIED.**

Motion: That the CE Chapter be asked to develop and deliver a survey and provide the Board with the results of the survey about the processes and outcomes of accreditation by March 15, 2010.

**Moved. Seconded.
CARRIED.**

Motion: To adjourn the meeting.

**Moved.
CARRIED**

SUMMARY OF TASKS

Task No.	Reference No.	Task	Date	Responsibility
1.	4	Send out Director's reports in advance of meeting	May 2010	Nicole Maurice
2.	4	Directors are to obtain information on School Counsellor's Chapter	ASAP	
3.	4	Determine if a grandfather clause will be available in Quebec when Bill 21 is in force.	ASAP	Louis Cournoyer
4.	4	Robin to contact Lorne Flavelle re Private Practitioners Chapter		Robin Cameron
5.	4	Ask John Sumarah if he can distribute the document on evaluation of programs.	ASAP	Ron Lehr
6.	6	Send Director's the summary of Symposium paper	Jan 8, 2010	Barb MacCallum
7.	16	Review Committee tasks and complete	May 2010	Directors
8.	16	National Office to research different models promoting professional development and delivery modes.		National Office
9.	16	Develop letter to go to CACEP to request a report	ASAP	Ron Lehr
10.	20	Review Board Meeting dates in light of Mother's Day	ASAP	Executive