

**CCPA Board Meeting
January 28, 2010
Teleconference
2:00 – 3:30 p.m.**

Present: Ron Lehr (Chair), Maria De Cicco, Linda Wheeldon, Michel Lefebvre, Robin Cameron, Blythe Shepard, Kathy Mueller, Jeri Booth, Deborah Wood Salter, Madeleine Lelievre, Lilli Janzen, Serge Hall, Barbara MacCallum (Secretary)

Regrets: Louis Cournoyer, Lorna Martin, Ardele Gorman, Heather White

Welcome

- Ron welcomed everyone especially Serge Hall who has joined the Board as the Francophone New Brunswick Director.
- Ron also welcomed Barb MacCallum back.

Agenda

1. Approval of Agenda
2. Approval of the November 28,29, 2009 Minutes
3. Conflict of Interest
4. Budget 2010-2011
5. Awards
6. CCC Supervisor Qualifications
7. Conference Update
8. CACEP
9. Legislative Support Fund
10. NCR Chapter
11. Committee Reports
12. Manitoba Director
13. Next Meeting
14. Adjournment

1. Approval of the Agenda

The following item was added to the agenda:

- Manitoba Director

Motion: To approve the agenda as amended.

**Moved by Maria De Cicco. Seconded Serge Hall.
CARRIED.**

2. Acceptance of Minutes

Motion: To accept the minutes of the November 28-29, 2009 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Madeleine Lelievre. Seconded Kathy Mueller.
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. Budget 2010-2011

- a question was asked about the loss for the Saskatoon Conference.
- the registration issues are still under investigation.
- Denise hopes to have her analysis complete by Friday, January 29, 2010.
- It is possible that the deficit may drop to \$25,000.
- It was noted that increases had been included for staff excluding the Executive Director.
- Ron Lehr and Barb MacCallum will be putting a process in place to review the Executive Director's salary.

Motion: To accept the 2010-2011 Budget as presented.

**Moved by Madeleine Lelievre. Seconded by Serge Hall.
CARRIED.**

5. Awards

- It was noted that two applications had been received for the Professional Contribution Award but only one was put forward by the Executive.
- There have been no nominations for the Lorne Flavelle Award for this year.

Motion: To award the Professional Contribution Award for 2010 to Dr. Lynda Younghusband.

**Moved by Linda Wheeldon. Seconded by Madeleine Lelievre.
CARRIED.**

Motion: To award the Honorary Lifetime Membership Award for 2010 to Chris Cooper.

**Moved by Linda Wheeldon. Seconded by Madeleine Lelievre.
CARRIED.**

6. CCC Supervisor Qualifications

- Ron thanked the Committee for the work that had been done on these qualifications.
- There was agreement that congratulations are in order to the committee.
- There were some suggestions for rewording of three of the statements.
- Blythe agreed to incorporate the amended suggestions and send the document to Barb.
- The new requirements will be translated and posted on the website.

Motion: To adopt the January 2010 Supervisor Qualifications as amended.

**Moved Blythe Shepard. Seconded Linda Wheeldon.
CARRIED.**

7. Conferences

Saskatoon

- the registration issues are still under investigation.

- Denise hopes to have her analysis complete by Friday, January 29, 2010.
- It is possible that the deficit may drop to \$25,000.

2010 - Charlottetown

- Early Bird registration ends on January 31, 2010.
- Everyone was encouraged to register as soon as possible.
- Board members should register and request hotel rooms.
- The rooming list will be finalized in March.

2011 - Ottawa

- Keynote speakers have been confirmed.

2012 – Calgary

- Venue has been secured – the Westin Hotel.
- Conference will be held on a Friday, Saturday and Sunday in order to obtain reasonable room rates.

8. CACEP

- As requested at the last board meeting a letter was sent to CACEP asking for a review of the program in light of the regulatory movement in Canada.
- The letter was sent on December 18, 2009.
- Blythe and Lorna will follow-up in February.

9. Legislative Support Fund

- The current budget (2009/10) allocated \$8,000 for the Legislative Support Fund.
- The fund currently has around \$140 in it from member donations.
- The year-end forecast includes the possibility of allocating the \$8,000 even though it has not been matched by member donations.

Motion: That the CCPA Board approve the transfer of \$8,000 to the Legislative Support Fund.

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

- It was noted that the NSACT application was well-written and demonstrated the commitment of Nova Scotia counsellors to obtaining regulation.
- The application demonstrated the significant work that had been done by Nova Scotia counsellors and the financial contributions that had been made.
- Congratulations are in order!
- It was noted that legislation is currently in place in Quebec, Ontario and Nova Scotia.
- Legislation is being sought in British Columbia, PEI and New Brunswick.
- It was also noted that the cost of legislation in each province varies widely depending on the size of the province and the legislative processes used.

Motion: To award \$3,000 to the Nova Scotia application to the Legislative Support Fund.

Moved by :Linda Wheeldon. Seconded by Maria De Cicco.

CARRIED.

10. NCR Chapter

- A question was raised as to whether the practice of granting Board members membership in all Chapters needed to be in the Chapter by-laws.
- This practice should be documented in the CCPA Policies Manual or CCPA By-Laws.
- Barb MacCallum will check to see if it is included and will amend the documents based on consultation with Lorna Martin.

Motion: To approve the National Capital Region By-Laws as distributed to the Board in January 2010.

**Moved by Linda Wheeldon. Seconded by Blythe Shepard.
CARRIED.**

11. Committee reports

Certification

- Blythe Shepard reported that the committee had been working on:
 - Supervisor Qualifications (approved by Board today).
 - A review of the forms on the website to see if they needed to be updated.
 - Review of CACEP.

Education and Policy Committee

- Blythe thanked Jeri Booth for the comprehensive report on the survey results related to Professional Development.
- Blythe is currently working on the items for the media package.
- Heather is working on the conference presentation to be done in Charlottetown.
- Barb has developed a Professional Development Plan that has been sent to the Executive for review.

Sustainability

- Maria De Cicco outlined the current project that the Sustainability Committee has undertaken.
- The committee is requesting that each Board member use the profile they will be sent to obtain three interviews:
 - The Chapter President for which they are the liaison.
 - The previous director for their region.
 - One colleague
- These interviews will be featured on the CCPA website.
- Barb is currently having legal counsel review the release form and then will have it translated.
- It is hoped that we can obtain 45 interviews before the conference in Charlottetown.
- In Charlottetown we will celebrate our 45th anniversary.

12. Manitoba Director

- Jeri Booth will be stepping down as the Manitoba Director.
- She will continue her committee work until May.
- Congratulation to Jeri and her husband on the impending birth of their first child.
- Miriam Duff has been highly recommended as a replacement director.
- Barb will circulate Miriam's resume and an electronic vote will occur.

13. Next meeting

- by teleconference, Wednesday April 7, 2010 from 3:00-4:30 p.m. (Ottawa time)

14. Adjournment

Motion: To adjourn the meeting.

**Moved by Maria De Cicco.
CARRIED**

SUMMARY OF MOTIONS

Motion: To approve the agenda as amended.

**Moved by Maria De Cicco. Seconded Serge Hall.
CARRIED.**

Motion: To accept the minutes of the November 28-29, 2009 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Madeleine Lelievre. Seconded Kathy Mueller.
CARRIED.**

Motion: To accept the 2010-2011 Budget as presented.

**Moved by Madeleine Lelievre. Seconded by Serge Hall.
CARRIED.**

Motion: To award the Professional Contribution Award for 2010 to Dr. Lynda Younghusband.

**Moved by Linda Wheeldon. Seconded by Madeleine Lelievre.
CARRIED.**

Motion: To award the Honorary Lifetime Membership Award for 2010 to Chris Cooper.

**Moved by Linda Wheeldon. Seconded by Madeleine Lelievre.
CARRIED.**

Motion: To adopt the January 2010 Supervisor Qualifications as amended.

**Moved Blythe Shepard. Seconded Linda Wheeldon.
CARRIED.**

Motion: That the CCPA Board approve the transfer of \$8,000 to the Legislative Support Fund.

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

Motion: To award \$3,000 to the Nova Scotia application to the Legislative Support Fund.

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

Motion: To approve the National Capital Region By-Laws as distributed to the Board in January 2010.

**Moved by Linda Wheeldon. Seconded by Blythe Shepard.
CARRIED.**

Motion: To adjourn the meeting.

**Moved by Maria De Cicco.
CARRIED**

SUMMARY OF TASKS

Task No.	Reference No.	Task	Date	Responsibility
1	10	Review by-laws and policies to determine if the Chapter membership practice related to Board members is documented in the policies.	ASAP	Barb MacCallum
2	11	Obtain interviews as per the request from the Sustainability Committee	ASAP	Board Members
3	12	Circulate Miriam Duff's resume	ASAP	Barb MacCallum
4	8	Follow-Up with CACEP	February	Lorna Martin and Blythe Shepard