

**CCPA Board Meeting
April 7, 2010
Teleconference
3:00 – 4:35 p.m.**

Present: Ron Lehr (Chair), Maria De Cicco, Linda Wheeldon, Michel Lefebvre, Robin Cameron, Blythe Shepard, Kathy Mueller, Jeri Booth (until 4:00 p.m.), Deborah Wood Salter, Madeleine Lelievre, Lilli Janzen, Serge Hall (until 4:00 p.m.), Louis Cournoyer, Barbara MacCallum (Secretary)

Regrets: Heather White

Absent: Ardele Gorman

Welcome

- Ron welcomed everyone and noted that this is Jeri's last meeting.
- Jeri will be stepping down in May and Miriam Duff will assume the role of Manitoba Director.

Agenda

1. Approval of Agenda
2. Approval of the January 28, 2010 Minutes
3. Conflict of Interest
4. CCC Supervisor Qualifications
5. National Office
6. Conference Update
7. CACEP
8. Director and Committee Reports
9. National Assessment
10. Next Meeting
11. Adjournment

1. Approval of the Agenda

The following item was added to the agenda:

- National Assessment

Motion: To approve the agenda as amended.

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

2. Acceptance of Minutes

Motion: To accept the minutes of the January 28, 2010 meeting as accurately reflecting the discussions and decisions of the Board.

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

3. Conflict of Interest

- Conflict of interest related to the agenda item 4 was clarified.
- All attendees confirmed that they did not have a conflict of interest with regard to any of the agenda items.

4. CCC Supervisor Qualifications

- The new CCC Supervisor Qualifications, which were adopted in January 2010, will go into effect on January 1, 2011.
- This will allow programs time to adapt to the new requirements.
- The new requirements will be posted on the CCPA website.
- A notice will be sent to all institutions regarding the new requirements.
- Counsellor Educator Chapter members were notified via email and asked to submit comments.
- None were received.

5. National Office

- Barb MacCallum noted that the office was currently very busy.
- The annual audit is being conducted and the office is also getting ready to move on April 15, 2010.
- Email and telephones will be offline from April 14 to April 19.
- Planning is also ongoing for the Charlottetown conference and board meetings.

6. Conference Update

2009 - Saskatoon

- Barb MacCallum updated the Board on the status of resolving the financial situation with this conference.
- \$11,000 has been collected, with another \$3,000 still to be collected.
- \$1,600 has been written off.
- The deficit will be approximately \$25,000.
- The Saskatoon Conference Committee has written to the conference organizers requesting a refund of the management fees of \$25,000.
- It was noted that Denise Beaudette-Manley went above and beyond her role as Office Manager to assist in resolving the financial issues.
- The telephone calls she had to make were often stressful and she dealt with some extremely unhappy attendees.
- Denise's work on this financial issue was completed efficiently and very professionally.

Motion: The Board of Directors wishes to formally thank Denise Beaudette-Manley for the excellent work that she did to investigate and resolve the financial issues related to the Saskatoon Conference and wishes to award her a gift of \$1,000 (net) in appreciation for her hard work and dedication.

**Moved by Robin Cameron. Seconded Kathy Mueller.
CARRIED.**

2010 - Charlottetown

- There are 330 registrants as of April 7, 2010.
- Work continues on organising the conference.
- Deborah Wood Salter noted that Alene Holmes (conference organizer) has been great to work with.

2011 - Ottawa

- Keynote speakers have been confirmed.
- Promotional material has been developed for distribution in Charlottetown.

2012 – Calgary

- Barb and Nicole will be meeting in Calgary with Tom Strong and Sharon Robertson who have indicated interest in chairing the conference.

7. CACEP

- As requested at the November 2009 board meeting, a letter was sent to CACEP asking for a review of the program in light of the regulatory movement in Canada.
- CACEP is a committee that is at arms-length from the board and has significant autonomy.
- A teleconference was held on March 29, 2010.
- Sharon Robertson, Bill Borgen, Blythe Shepard and Lorna Martin were on the call.
- The call was extremely positive; Bill Borgen and Sharon Robertson expressed their thanks for the support of the CCPA Board.
- Discussions occurred relating to CACEP in a regulated environment and the possibility of more extensive marketing of the accreditation process.
- Ideas were generated such as putting the CACEP presentation on the CCPA website, developing material that more clearly explains the difference between certification and accreditation, and developing a video presentation on accreditation that can be downloaded from the website.
- There was also discussion of the need to more closely align CACEP with the CCC requirements and what that might look like.
- It was noted that CACEP reviews programs not institutions.
- CACEP works with AUCC-recognized institutions to meet accreditation requirements.
- The amount of time required to conduct the accreditation review was discussed and due to a recent incident where timelines exceeded those expected, procedures have been tightened.
- Blythe will be setting up a meeting time for the Executive Committee and CACEP in Charlottetown.

8. Directors and Committee Reports

- Written reports will be sent to Directors prior to the Charlottetown meeting.
- Written reports are due on April 19, 2010.

Prince Edward Island – Deborah Wood Salter

- Currently there is a great deal of activity getting ready for the Charlottetown conference.

- There are issues related to EAP services and the closed door policy of the provincial government.

Nova Scotia – Linda Wheeldon

- Waiting for the Counselling Therapist legislation to be proclaimed.
- Ron and Linda met with NSACT representatives to speak about the relationship between NSACT and CCPA in a regulated environment.
- Meeting went very well. There are still more discussions to be held.
- Linda noted that the Education and Policy Committee is preparing a session for the Charlottetown Conference to further explore Professional Development requirements for members.

New Brunswick Francophone – Serge Hall

- Was unable to attend the networking session and requested that Madeleine Lelievre update the Board.

New Brunswick Anglophone – Madeleine Lelievre

- Organized a networking event which Ron Lehr attended.
- Approximately 40 participants – many not CCPA members.
- Information was presented about CCPA and regulation.
- Madeline met with representatives of the Aboriginal Circle and provided feedback from them.

Quebec Anglophone – Lilli Janzen

- It was noted that there are a surprising number of unilingual Anglophones moving to Quebec from other provinces for various reasons and yet have little knowledge of CCPA.
- One issue they face is that they must be able to function in French to work in a psychological counselling profession in Quebec.
- CCC is extremely important in Quebec.
- Regarding Professional Development opportunities, Lilli has wanted to make sure that whenever a good workshop comes to her attention she shares the information.
- The CCPA National Office has done an outstanding job in sending out this information.
- Lilli noted that in Quebec there is one very large EAP organization which spreads across Canada.
- She noted that it seems the application process for this EAP organization makes it difficult to obtain a position.

Manitoba/Nunavut – Jeri Booth

- Jeri has spent time connecting with Miriam Duff (incoming Manitoba Director) to ensure that she is up-to-date on all information for the May meeting.
- Everyone wished Jeri well and thanked her for her contribution to CCPA.

Quebec Francophone - Louis Cournoyer

- Louis noted that he distributed a note to Quebec Francophone members asking for ideas on creating more activity and involvement in Quebec.
- He also noted training opportunities.

- He noted that Quebec Health Human Relations along with CERIC is developing guidelines for Career Counselling.
- These will be available in French in the Fall and in English later on for distribution across Canada.
- Louis is the Career Development Chapter Liaison.
- He will be attempting to contact Sareena Hopkins.
- He was unable to attend the last Career Development Chapter meeting.

Ontario Anglophone – Robin Cameron

- Has been fielding a number of questions from students related to the impending Ontario regulations.
- There are also issues related to opportunities in hospitals and other medical institutions that are given to MSWs rather than counsellors.
- This is mainly because MSWs are part of a regulatory body.
- It is anticipated that this situation may improve once the new College is up and running in Ontario.
- Robin has been attempting to contact the Private Practitioners Chapter and will continue her attempts.

Ontario Francophone – Michel Lefebvre

- As the Board Liaison for the NCR Chapter, he has attended two of their meetings.
- A question was raised regarding his eligibility to vote as an NCR Chapter member since he is the Chapter Liaison.
- This would depend on the Chapter by-laws and the specific issue being discussed.
- Michel has also been working on the Certification Committee.

Alberta/NWT – Blythe Shepard

- Blythe is currently on the CCPA Executive, the Risk Management Committee, the CCPA Treasurer, Chair of the Education and Policy Committee and Chair of the Certification Committee and has been kept very busy with these mandates.
- She has also been involved in AIT Project as Co-Chair of the 2009 Symposium.
- She will be drafting a letter to Alberta members indicating why a provincial association is needed to move forward issues specific to Alberta.

British Columbia/Yukon – Kathy Mueller

- Has been reviewing the BC members list with the goal of reaching out to the northern members of the province.
- She will be holding meetings on April 23, 24 in northern BC.
- Kathy thanked the National Office for the work they did on following up on CHARD.

- Ron thanked everyone for their reports.
- Maria also thanked everyone for their energy and enthusiasm and noted that there is a template for Director reports that should be used.

9. National Assessment

- Notification of CCPA's intention to develop a national assessment tool has been sent to BC and ON.
- All provinces with legislation initiatives will be sent a letter in the next few months.
- There will be forms available at the conference for people wishing to be involved in the test development phase.
- Further details will be available at the May meeting.

10. Next meeting

- Face-to-face meeting, Sunday May 9,10, 2010 in Charlottetown.

11. Adjournment

Motion: To adjourn the meeting.

**Moved by Linda Wheeldon.
CARRIED**

President

Date

SUMMARY OF MOTIONS

Motion: To approve the agenda as amended.

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

Motion: To accept the minutes of the January 28, 2010 meeting as accurately reflecting the discussions and decisions of the Board.

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

Motion: The Board of Directors wishes to formally thank Denise Beaudette-Manley for the excellent work that she did to investigate and resolve the financial issues related to the Saskatoon Conference and wishes to award her a gift of \$1,000 (net) in appreciation for her hard work and dedication.

**Moved by Robin Cameron. Seconded Kathy Mueller.
CARRIED.**

Motion: To adjourn the meeting.

**Moved by Linda Wheeldon.
CARRIED**

SUMMARY OF TASKS

Task No.	Reference No.	Task	Date	Responsibility
1	7	Establish meeting with the Executive and CACEP in Charlottetown	ASAP	Blythe Shepard