

**CCPA Board Meeting
June 16, 2010
Teleconference
3:00 – 5:00 p.m. (Ottawa time)**

Present: Ron Lehr (Chair), Maria De Cicco (until 4:40), Lorna Martin, Linda Wheeldon, Michel Lefebvre, Robin Cameron, Blythe Shepard, Kathy Mueller, Miriam Duff, Ardele Gorman, Deborah Wood Salter (until 4:30), Madeleine Lelievre, Lilli Janzen, Serge Hall, Barbara MacCallum (Secretary)

Regrets: Louis Cournoyer, Heather White

Welcome

- Ron welcomed everyone and thanked them for being on the call.

Agenda

1. Approval of Agenda
2. Approval of the May 9-10, 2010 Minutes
3. Conflict of Interest
4. Conferences
5. Chapter Liaisons
6. Name Change for CJC
7. Affiliates
8. Regional Chapters
9. Committee Composition
10. Ethics Chair
11. Email Signatures
12. Legislative Support Fund
13. Directors Reports
14. Committee Reports
15. Next Meeting
16. Adjournment

1. Approval of the Agenda

The following item was added to the agenda:

- Ethics Chair

Motion: To approve the agenda as amended.

**Moved by Lorna Martin. Seconded by Maria De Cicco.
CARRIED.**

2. Acceptance of Minutes

Kathy Mueller requested that her comments under Hot Topics be reflected as “there needs to be a strong lobby effort in the coming year”.

Motion: To accept the minutes of the May 9-10, 2010 meeting as amended as accurately reflecting the discussions and decisions of the Board.

**Moved by Michel Lefebvre. Seconded by 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 with the following exceptions:
 - Kathy Mueller may have a conflict with the submission from the BC Chapter to the Legislative Support Fund. In the past this has not been seen as a conflict.
 - Madeleine Lelievre may have a conflict under the Affiliate discussion. This will be determined during the discussion of this agenda item.

4. Conferences Saskatoon

- opinion has been sought from legal counsel with regard to next steps related to the conference organizer:
 - a full law suit to recover the \$25,000 would be very expensive.
 - CCPA could look at small claims court (reducing the claim to \$20,000).
 - this would require time and resources from National Office and two trips to Saskatoon.
 - we could send a strongly worded letter alluding legal action from the lawyer. Two letters and two emails from the Steering Committee to the conference organizer have gone unanswered.
 - the letter will cost between \$500-\$1,000.
- the Saskatoon Committee has been requested to report the conference organizer to the Better Business Bureau.
- the Board requested that a strongly worded letter be sent to the conference organizer from CCPA legal counsel.

Charlottetown

- evaluations are very positive.
- there was a 27% response rate on the evaluation which is very good.
- the evaluations will be reviewed to determine what can be learned.
- the evaluation report is being finalized and will be distributed to the Board.
- the financials are still being reviewed.
- this is the first year under the new model.
- the loss may be up to \$25,000 due to low attendance.
- 100 counsellors from NB had their funding cut.
- a question was asked about the financial objectives of the conference. Do we always expect to make a profit?

- the track record for the previous years was reviewed:
 - 2006 Montreal – profit as we partnered with ACA and they guaranteed CCPA a certain amount of money.
 - 2007 Vancouver – loss
 - 2008 Moncton – profit
 - 2009 Saskatoon – loss
 - 2010 Charlottetown – loss
- it is anticipated that conferences will break-even or show a small profit.
- it was suggested that there may be other ways to generate revenue i.e. by taping presentations and selling them to members who could not attend the conference.
- a request was made to put this on the agenda for November.
- Barb MacCallum asked board members to send her what they would consider paying for a session so that she could look at costs and develop a business case.

5. Chapter Liaisons

- Ron noted that at the May board meeting, the Chapter Liaisons were not revisited.
- he requested that board members contact him if they wish to change the chapter to which they are the liaison.
- only one request has been made thus far.
- a new liaison is required for the Pastoral Chapter.
- volunteers are to email Ron.

6. Name of CJC

- a request has been made by Kevin Alderson to change the name of the Canadian Journal of Counselling to the Canadian Journal of Counselling and Psychotherapy.

Motion: To change the name of the Canadian Journal of Counselling to the Canadian Journal of Counselling and Psychotherapy.

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

7. Affiliates

NSACT

- NSACT was CCPA's first affiliate.
- in September they will be transitioning to a regulatory college and therefore our affiliate agreement ends with them on August 31, 2010.
- the relevance of CCC in Nova Scotia is uncertain.
- the Executive reviewed the cost analysis prepared by National Office and is recommending that in order to retain Nova Scotia members who belong to the new college that we offer a package price of \$185 for membership and certification.
- the pricing package cannot be split.
- this is a pilot for Nova Scotia only and will be reviewed in one year.
- because these members belong to the College we will not have to handle disciplinary matters.

Motion: To offer a package price of \$185.00 to Nova Scotia counsellors whose qualifications are equal to or greater than those required for CCC who are also members of the Nova Scotia College of Counselling Therapists such package price to be reviewed in June 2011.

**Moved by Linda Wheeldon. Seconded by Miriam Duff.
CARRIED.**

NBACT

- have requested affiliation.
- the cost analysis for the current affiliation agreements indicates that affiliate members who are not CCC create a deficit for CCPA.
- affiliates currently receive a prominent place on the CCPA website. This may be of value to them.
- it should be kept in mind that we need to consider the implications of affiliate agreements in light of the whole country not just one affiliate.
- the new by-laws require that affiliate agreements be reviewed on a regular basis.
- CCPA does host the website for QCA due to extraordinary circumstances.
- NBACT could be offered affiliation but the membership and certification fees would have to ensure no deficit to CCPA; fees could not be reduced.
- affiliation has been on hold for two years.
- it was agreed that a draft affiliation agreement template would be tabled at the next board meeting.

8. Regional Chapters

- the idea of regional chapters is beginning to take hold.
- Blythe has received a number of emails indicating interest and fees are now being collected for the Alberta Chapter.
- Heather is working on one for Newfoundland and Labrador.
- NSACT is looking at forming one for Nova Scotia.

9. Committee Composition

- the Quality Assurance and Sustainability Committee requires five members.
- there are currently three members.
- Robin Cameron indicated a willingness to join this committee.
- anyone else who would like to join this committee should send their name to Ron.

10. Ethics Committee

- Lynda Younghusband has requested that we find a new Chair for this committee.
- Beth Robinson has declined to be chair due to workload in her new position.
- Maria indicated that she had a conference call with Olga Sutherland (President of the Counsellor Educators Chapter) and Olga will be asking for volunteers through the Counsellor Educators Chapter.

11. Email Signatures

- a request has been made that CCPA directors promote the association by putting their titles in their email signatures.
- the request was also made that email signatures and out of office messages be bilingual.
- if the director cannot use their work email a CCPA email address is available to them.
- National Office is to provide support to assist directors in responding to these requests.

12. Legislative Support Fund

Motion: To award \$653.08 to the BC Chapter application to the Legislative Support Fund.

Moved by: Madeleine Lelievre. Seconded by Ardele Gorman.

CARRIED.

13. Directors Reports

- Kathy Mueller reported that the BC Chapter has developed its first quarterly newsletter which will be sent to Chapter members by the end of June.

14. Committee Reports

Advocacy and Sustainability Committee

- Linda Wheeldon reported that the public relations project was discussed at the committee meeting held by teleconference on June 13, 2010.
- committee members will be conducting some research and asking the National Office to undertake some research.
- research topics have not yet been communicated to the National Office.
- the committee wants to focus on the people who receive counselling services and educating people about CCC.
- they need to meet one more time.
- plan is to have a formal motion ready for the September board meeting.
- a request was made to have the recommendations earlier.
- this would require a special board meeting.
- it appears that this could be problematic due to the summer break.

Education and Policy Advocacy Committee

- have been meeting monthly and following their work plan.

Certification Committee

- Blythe indicated that she has sent out 5 questions to the members of the committee related to the alignment of CCC with CACEP.
- she is also working on an award related to research.

15. Next meeting

- by teleconference, in September.
- date and time to be set via a Doodle Poll.

16. Adjournment

Motion: To adjourn the meeting.

**Moved by Miriam Duff. Seconded by Lilli Janzen
CARRIED**

President

Date

SUMMARY OF MOTIONS

Motion: To approve the agenda as amended.

**Moved by Lorna Martin. Seconded by Maria De Cicco.
CARRIED.**

Motion: To accept the minutes of the May 9-10, 2010 meeting as amended as accurately reflecting the discussions and decisions of the Board.

**Moved by Michel Lefebvre. Seconded by Kathy Mueller.
CARRIED.**

Motion: To change the name of the Canadian Journal of Counselling to the Canadian Journal of Counselling and Psychotherapy.

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

Motion: To offer a package price of \$185.00 to Nova Scotia counsellors whose qualifications are equal to or greater than those required for CCC who are also members of the Nova Scotia College of Counselling Therapists such package price to be reviewed in June 2011.

**Moved by Linda Wheeldon. Seconded by Miriam Duff.
CARRIED.**

Motion: To award \$653.08 to the BC Chapter application to the Legislative Support Fund.

**Moved by Madeleine Lelievre. Seconded by Ardele Gorman.
CARRIED.**

Motion: To adjourn the meeting.

**Moved by Miriam Duff. Seconded by Lilli Janzen
CARRIED**

SUMMARY OF TASKS

Task No.	Reference No.	Task	Date	Responsibility
1	4	Distribute conference evaluation report	ASAP	Barb MacCallum
2	5	Volunteers for Pastoral Chapter Liaison to be sent to Ron	ASAP	Board Members
3	7	Develop draft affiliation agreement	November 2010	Ron Lehr Lorna Martin
4	8	Volunteers for Quality Assurance and Sustainability Committee to Ron	ASAP	Board Members
5	10	Recommend names for Ethics Chair	ASAP	Board Members
6	14	Public Relations recommendations from Advocacy and Sustainability Committee	September 2010	Linda Wheeldon