

**CCPA Board Meeting
September 20, 2010
Teleconference
12:00 – 2:15 p.m. (Ottawa time)**

Present: Ron Lehr (Chair), Maria De Cicco, Lorna Martin, Linda Wheeldon, Michel Lefebvre, Robin Cameron (until 2:10 p.m.), Blythe Shepard, Kathy Mueller, Miriam Duff, Ardele Gorman (until 2:00 p.m.), Deborah Wood Salter, Madeleine Lelievre (until 1:40 p.m.), Lilli Janzen, Serge Hall, Louis Cournoyer (until 1:00 p.m.), Barbara MacCallum (Secretary)

Regrets: Heather White

Welcome

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

Agenda

1. Approval of Agenda
2. Approval of the June 16, 2010 Minutes
3. Conflict of Interest
4. Conferences
5. Ethics Committee Chair
6. Motion re Ad Hoc Ethics Committee
7. Practice-Based Research Award
8. Public Relations Proposal – Motion from Advocacy and Sustainability Committee
9. Certification Motions
10. Yorkville Student Letter
11. Directors Nomination and Recruitment
12. Next Meeting
13. Adjournment

1. Approval of the Agenda

The following item was added to the agenda:

- Motion regarding the public relations proposal.

Motion: To approve the agenda as amended.

**Moved by Kathy Mueller. Seconded by Serge Hall.
CARRIED.**

2. Acceptance of Minutes

Motion: To accept the minutes of the June 16, 2010 meeting as accurately reflecting the discussions and decisions of the Board.

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

Saskatoon

- the Saskatoon Committee reported 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.
- all actions as requested by the Board have been completed.
- there has been no response from the Conference Organizer.
- an additional \$1,000 has been collected in revenue from the conference.

Charlottetown

- financials are almost complete and it appears that the conference will make a small profit of approximately \$6,400.
- 30% of this will be sent to PEICA.

Ottawa

- conference registration should go live this week.
- Michel reported that La Cité will be offering tours to conference delegates.

5. Ethics Committee Chair

- current Chair is retiring her position.
- in Charlottetown, the Board received a report from the Chair indicating a need for a successor to her position.
- a search committee has been actively seeking candidates.
- due to the commitment required in terms of hours and responsibility, a stipend was recommended as a means of attracting candidates for the position of chair.
- the Executive Committee is in agreement that a stipend would be in order.

Motion: That CCPA offer a stipend not to exceed \$5,000 annually to the position of Chair of the Ethics Committee. The amount of the annual stipend is to be reviewed annually by the Board of Directors.

**Moved by Linda Wheeldon. Seconded by Serge Hall.
CARRIED.**

- the Board indicated that it would be helpful to obtain a monthly report about the number of questions and complaints received.
- this would assist in determining workload.
- it was also suggested that a role description be developed.
- this description is embedded in the Ethical Complaints Process but it would be useful to have the role description in a separate document.

6. Motion Regarding Ad Hoc Ethics Committee

- a recent ethics complaint requires an Ad-Hoc committee in order to follow the established Ethical Complaints Process.

Motion: To ratify the decision of the Executive Committee to form an Ad Hoc Ethics Committee composed of three adjudication panel members and a past president to address an ethical issue beyond the scope of the current Ethics Committee.

**Moved by Madeleine Lelievre. Seconded by Louis Cournoyer.
CARRIED**

7. Practice-Based Research Award

- Blythe Shepard provided an overview of the award.
- the Counsellor-Educators Chapter has requested that the National Conference include a peer-reviewed presentation stream to enable more CEs to attend.
- the conference organizers and CCPA have accomplished this change.
- to further expand on the acknowledgement of counselling-related research, a practice-based research award is being recommended.
- this Award may motivate members to become more active in research, provide funding at a time when there is diminishing funding for research from granting agencies, and attract more members who may see CCPA as an attractive Association in which research to advance the practice is valued.
- many thanks to Blythe Shepard for her work on this award.
- the following modifications were made to the text describing the award:
 - Permission is granted to CCPA to use the material in Webinars or other CCPA publications but CCPA does not limit the author's publication of the material.
 - copyright is retained by author/recipient of the award.
 - Recipient is expected to acknowledge the source of the funding for the research in publications and presentations.
 - CCPA will cite the author in all uses of the material.
- a discussion was held with regard to the amount of the award.
- there was some consideration of making the amount higher.
- it was noted that keeping the award under \$10,000 would make it more accessible to researchers who are unable to bid for larger research awards.

Motion: That CCPA initiate a Practice-Based Counselling and Psychotherapy Research Award in the amount of \$2,000 to be awarded bi-annually according to criteria provided by the Awards Committee of 2010-2011, commencing May 2011.

**Moved by Blythe Shepard. Seconded by Miriam Duff.
CARRIED.**

8. Public Relations Proposal

- In Charlottetown, a Committee was struck and National Office was tasked with locating three companies to bid on a public relations proposal.
- the bids were received, and the Executive and the Committee have reviewed the bids.
- it was agreed that there were concerns with both proposals.
- Kitsune has a good proposal but the staff are not very experienced.
- the Cyan proposal was lacking detail.
- Barb MacCallum indicated that she has asked Kitsune for additional references and has requested that Cyan provide more details.
- the deadline for providing this information was September 20, 2010.

- Barb also indicated that she had met with both companies and there is the possibility to have a teleconference with the committee if that was desired.
- there is also the possibility to start with the smaller project and if we are comfortable with the results to move forward with the larger proposal.

Motion: The Advocacy and Sustainability Committee recommends that the CEO, in consultation with the Executive Committee, continue the search for a public relations company, and following an interview with both Cyan and Kitsune, choose a company that best meets CCPA's requirements. Furthermore, the cost of the public relations project is not to exceed \$50,000.

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

9. Certification (CCC) Requirements

- Blythe Shepard provided background for the recommended changes to the CCC requirements.
- the Certification Committee regularly checks on the status of certification and regulation across the country in comparison to CCPA.
- to align more closely with current standards, the committee strongly recommends that the hours for practica be adjusted to be closer to CACEP requirements (CACEP = Council for the Accreditation of Counselling Education Programs which accredits programs at AUCC universities; CCC = Canadian Certified Counsellor certification for individuals).
- there is also a recommendation that mandatory coursework for CCC be more closely aligned (i.e., ethics and counselling practice become mandatory as in CACEP).
- the committee recognizes the impact these changes may have on universities educating counsellor candidates, and has therefore recommended "a phased in" approach.
- the Certification Committee recommended a series of changes which are outlined in the following motions.

Motion: To change "C.2.2 Supervised Counselling Practicum with at least 120 hours of direct client contact (compulsory)" to "C.2.2 Supervised Counselling Practicum with at least 120 hours of direct client counselling (compulsory)" effective immediately.

**Moved by Blythe Shepard. Seconded by Michel Lefebvre.
CARRIED.**

Motion: To change "C.3.2 Supervised Counselling Practicum – a supervised counselling experience in an appropriate work setting and at least 120 hours of direct client contact." to "C.3.2 Supervised Counselling Practicum – a supervised counselling experience in an appropriate work setting and at least 120 hours of direct client counselling." effective immediately.

**Moved by Blythe Shepard. Seconded by Michel Lefebvre.
CARRIED.**

Motion: To change "C.2.3. from "Communication and Relationship Skills" to "Counselling and Communication Skills." effective immediately.

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

Motion: To change C.2.3. from “a study of counsellor and/or client relationship skills” to “an understanding of essential interviewing and counselling skills needed to establish an effective counselling relationship and to develop and maintain appropriate professional boundaries. These involvements also require a measure of student reflection and self-exploration.” effective immediately.

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

- it was noted that there may be some difficulties with the translation of the term “counselling relationship” in the above motion.
- the suggestion was that the term “therapeutic relationship” be used in the French translation.
- Louis Cournoyer is to be consulted on the language used.

Motion

Effective immediately, to change

Years of Attested Experience	Total Hours of Practice	Client Contact Hours	Supervision Hours
0	2 000	700	50
Up to 2 Years	1,600	550	40
2 to 4.5 Years	1,200	400	35
5 Years or More	700	300	30

to

Years of Attested Experience (Letter signed by employer or supervisor)	Total Hours of Practice	Client Counselling Hours	Supervision Hours
0	2 000	700	50
Up to 2 Years	1,600	550	40
2 to 4.5 Years	1,200	400	35
5 years or more	700	300	30

**Moved by Blythe Shepard. Seconded by Madeleine Lelievre.
CARRIED.**

Motion: Effective September 2012, to change “C.2. A graduate degree in counselling or a related professional field from an AUCC recognized Canadian educational institution (or from a regionally accredited institution in the United States), showing evidence of **GRADUATE** course work in:

C.2.1 Counselling Theory (compulsory)

C.2.2 Supervised Counselling Practicum with **at least 120 hours of direct client counselling** (compulsory)

to:

- “C.2.1. Counselling Theory (compulsory)
- C.2.2 Supervised Counselling Practicum with at least 120 hours of direct client counselling (compulsory)
- C.2.3. Counselling and Communication Skills (compulsory)
- C.2.4. Professional Ethics* (compulsory)

***Note:** While it is preferable to have a stand-alone ethics course, a letter from the Counselling Program indicating how ethics has been infused into courses across the counselling program is acceptable. If the university offers a stand-alone course then it would be expected that the student would take this course.

It should further be noted that by September 2015 CCC will require a stand alone course in Ethics.”

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

Motion: Effective September 2012, to change “And **GRADUATE** course work in **six (6)** of the following areas:

- C.2.3 Communication and Relationship Skills
- C.2.4 Group Counselling
- C.2.5 Theory of Career Development
- C.2.6 Assessment and Testing
- C.2.7 Research and Evaluation
- C.2.8 Consultation Methods
- C.2.9 Learning and Human Development
- C.2.10 Psychological Education
- C.2.11 Counselling Intervention Strategies
- C.2.12 Gender Issues
- C.2.13 Multicultural Counselling
- C.2.14 Counselling in Specialized Settings
- C.2.15 Professional Ethics”

To: “And **GRADUATE** course work in **four (4)** of the following areas or if a standalone Ethics Course has not been taken then **five (5)** of the following areas.

- C.2.5 Group Counselling
- C.2.6 Theory of Career Development
- C.2.7 Assessment and Testing
- C.2.8 Research and Evaluation
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- C.2.12 Psychological Education
- C.2.13 Gender Issues
- C.2.14 Multicultural Counselling
- C.2.15 Counselling in Specialized Settings”.

**Moved by Blythe Shepard. Seconded by Michel Lefebvre.
CARRIED.**

- the following motions are to be effective September 2012 and September 2013.
- a review of the last 400 CCC applicants was conducted to determine the current number of hours of direct client counselling experienced during their practicum.
- the range was 80-500 hours.
- the motions were tabled due to insufficient discussion time.

Motion To change “C.2.2 Supervised Counselling Practicum with **at least 120 hours of direct client counselling** (compulsory)” to “160 hours (140 individual/20 group) as of September 2012 and 200 hours (160 individual/40 group) as of September 2013”.

Motion TABLED

Motion: To request the Certification Committee to evaluate the results of the changes to direct client counselling hours after each phase.

Motion TABLED

10. Yorkville Student Letter

- agenda item deferred to November 2010 board meeting.

11. Directors Nomination and Recruitment

- according to the bylaws and governance manual of CCPA, all directors wishing to serve more than one term must submit a nomination form.
- those directors ending their final term and those directors choosing not to return are asked to actively seek possible recruits for their position.

12. Next meeting

- the next meeting will be on November 20-21, 2010 in Ottawa.

13. Adjournment

Motion: To adjourn the meeting.

**Moved by Serge Hall. Seconded by Michel Lefebvre.
CARRIED**

President

Date

SUMMARY OF MOTIONS

Motion: To approve the agenda as amended.

**Moved by Kathy Mueller. Seconded by Serge Hall.
CARRIED.**

Motion: To accept the minutes of the June 16, 2010 meeting as accurately reflecting the discussions and decisions of the Board.

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

Motion: That CCPA offer a stipend not to exceed \$5,000 annually to the position of Chair of the Ethics Committee. The amount of the annual stipend is to be reviewed annually by the Board of Directors.

**Moved by Linda Wheeldon. Seconded by Serge Hall.
CARRIED.**

Motion: To ratify the decision of the Executive Committee to form an Ad Hoc Ethics Committee composed of three adjudication panel members and a past president to address an ethical issue beyond the scope of the current Ethics Committee.

**Moved by Madeleine Lelievre. Seconded by Louis Cournoyer.
CARRIED**

Motion: That CCPA initiate a Practice-Based Counselling and Psychotherapy Research Award in the amount of \$2,000 to be awarded bi-annually according to criteria provided by the Awards Committee of 2010-2011, commencing May 2011.

**Moved by Blythe Shepard. Seconded by Miriam Duff.
CARRIED.**

Motion: The Advocacy and Sustainability Committee recommends that the CEO, in consultation with the Executive Committee, continue the search for a public relations company, and following an interview with both Cyan and Kitsune, choose a company that best meets CCPA's requirements. Furthermore, the cost of the public relations project is not to exceed \$50,000.

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CARRIED.**

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CARRIED.**

Motion: To change “C.3.2 Supervised Counselling Practicum – a supervised counselling experience in an appropriate work setting and at least 120 hours of direct client contact.” to “C.3.2 Supervised Counselling Practicum – a supervised counselling experience in an appropriate work setting and at least 120 hours of direct client counselling.” effective immediately.

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CARRIED.**

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CARRIED.**

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It should further be noted that by September 2015 CCC will require a stand alone course in Ethics.”

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

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**Moved by Blythe Shepard. Seconded by Michel Lefebvre.
CARRIED.**

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Motion TABLED

Motion: To request the Certification Committee to evaluate the results of the changes to direct client counselling hours after each phase.

Motion TABLED

Motion: To adjourn the meeting.

**Moved by Serge Hall. Seconded by Michel Lefebvre.
CARRIED**

SUMMARY OF TASKS

Task No.	Reference No.	Task	Date	Responsibility
1	5	Develop a role description for the Ethics Chair	Nov	CEO
2	5	Request a monthly report from the Ethics Chair	ASAP	CEO
3	8	Choose public relations company	ASAP	Executive/CEO
4	11	Submit nominations forms	Dec 15	Directors
5	11	Recruit nominees for board of directors if stepping down.	Dec 15	Directors