

**CCPA Board Meeting  
November 20-21, 2010  
Delta Hotel, Ottawa**

**Present:** Ron Lehr (Chair), Lorna Martin, Linda Wheeldon, Michel Lefebvre, Robin Cameron, Blythe Shepard, Kathy Mueller, Miriam Duff, Ardele Gorman, Deborah Wood Salter, Madeleine Lelievre, Lilli Janzen, Serge Hall, Louis Cournoyer, Heather White, Barbara MacCallum (Secretary)

**Regrets:** Maria De Cicco

**Welcome**

- Ron welcomed everyone and thanked them for attending the meeting.
- Ron noted that Maria is currently on leave status and will be missed at this meeting. She was very much in our thoughts.

**Agenda**

1. Approval of Agenda
2. Approval of the September 20, 2010 Minutes
3. Conflict of Interest
4. Hot Topics
5. Conferences
6. Certification Motions
7. Student Representative Program
8. Awards
9. Board Evaluation
10. Public Relations Project
11. Alberta Chapter By-Laws
12. Canadian Career Development Foundation (CCDF)
13. Regional Presence of CCPA
14. CEO Evaluation
15. Committee Reports
16. Committee Work
17. Yorkville Student Letter
18. Board of Directors Renewal
19. Next Meeting
20. Adjournment

**1. Approval of the Agenda**

**Motion:** To approve the agenda as presented.

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

**2. Acceptance of Minutes**

**Motion:** To accept the minutes of the September 20, 2010 meeting as accurately reflecting the discussions and decisions of the Board.

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

**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 exception of Barb MacCallum who indicated that she was prepared to leave the meeting during the CCDF discussion if required and Kathy Mueller who indicated that she may have a conflict with regard to the Certification motions.

### **4. Provincial Hot Topics**

#### **Alberta/NWT – Blythe Shepard**

- Significant effort has been put into forming the Alberta/NWT Chapter.
- Chapter has approximately 80 members.
- By-laws for the Chapter will be presented at this meeting.
- Blythe has recruited a network of regional directors in order to reach out to all Alberta members.
- The province is large and members are geographically dispersed.
- Blythe used the list-serv to recruit the Board for the Chapter.
- Everyone joined in congratulating Blythe for her excellent work in forming this Chapter.

#### **Saskatchewan – Ardele Gorman**

- There is a growing base of interest in forming some type of organization in Saskatchewan.
- Music Therapists have contacted CCPA.
- They want to be front and centre in any provincial organization.
- Ardele made a presentation at a Career Counsellors Conference and found the energy at the conference to be delightful.
- Connie Gerwing and Ardele Gorman are prepared to be part of the team that brings people together.

#### **British Columbia/Yukon – Kathy Mueller**

- BC members who are CCC will be listed in the Community Healthcare and Resource Directory (CHARD).
- Meetings have been set up with the National Office and the CHARD implementation team.
- An official implementation date has not yet been established.
- Kathy noted that some of the issues in her region are:
  - Questions from counsellors outside of Canada who are trying to understand the licensing requirements in Canada.
  - How to engage the various regions of BC?
  - Advertising policies for the list-serv.
  - Student recruitment.

#### **Manitoba/Nunavut – Miriam Duff**

- There is some interest in regulation in Manitoba.
- Miriam has had contact with the Music Therapists.

- The idea of building an alliance has surfaced.
- Lorna Martin gave a presentation about the pan-Canadian picture and this was a wake-up call for a number of counsellors.
- The recent certification changes have motivated students to ask more questions during student presentations.
- Most questions are related practicum hours for CCC.

### **Quebec Anglophone – Lilli Janzen**

- Lilli has been focusing her energy on professional development and understanding employment opportunities for certified counsellors.
- The Quebec regulatory landscape is changing with the advent of the new regulations regarding Psychotherapy.
- QCA has conducted a membership drive; currently has just under 100 members.
- QCA conducted a workshop regarding legal issues in counselling which was extremely successful.
- Lilli suggested this type of workshop might be of interest in other regions.
- Lilli indicated that the presenter was not interested in a per diem but rather had his per diem donated to a Women's Shelter.
- Often very good speakers will provide the workshop for promotional reasons and do not expect a high per diem.
- This should be considered in planning the regional workshop.
- Lilli also suggested that we consider marketing the webinars to EAP companies as they conduct regular continuing education sessions with their counsellors.
- She suggested that more could be done in the Gatineau area and suggested that the Ontario directors for this area may want to collaborate with the Quebec directors.
- Lilli noted that until Jan 21, 2011 a Masters degree in Psychology will be sufficient to join the Ordre des Psychologues. After that only a Ph.D. will be allowed.

### **Quebec Francophone – Louis Cournoyer**

- Louis outlined the new structure for the Quebec colleges.
- Meetings with each university program to adapt their programs to the new structure are underway.
- There are a number of professional development workshops being conducted to assist people with the transition.
- Louis indicated that it may be useful to group directors based on the status of regulation in their province. The directors facing common issues could brainstorm ideas.
- As most counsellors in Quebec will need to belong to one of the Orders we need to find complementary services to attract members.

### **New Brunswick Francophone – Serge Hall**

- Main focus is the movement toward regulation.
- English and French versions of the private members bill are now being revised.
- Funding the initiative is of concern.
- Letter to all political parties and other groups that will be interested in the process (e.g. Social Workers) have been drafted.

- Serge is searching for a Francophone student representative for the University of Moncton.

### **Prince Edward Island – Deborah Wood Salter**

- Same status as New Brunswick.
- Continuing to push for regulation.
- Had a meeting with the government in October.
- Government seems unwilling to communicate at this time.
- PEICA is developing a paper and presentation to be ready when the door opens again.
- Great concern about the cost of regulation.
- Counsellor Consultant position at the provincial government has been eliminated.
- President of PEICA has written to the new Education Minister.

### **Ontario Anglophone – Robin Cameron**

- Robin attended a meeting with Ron Lehr and Barb MacCallum at the Ontario Society of Psychotherapists offices in Toronto.
- It was clear that they misunderstood the expertise of counsellors represented by CCPA.
- At the end of the meeting OSP indicated that they were much more enlightened and now understood the excellent training and commitment of CCPA certified members.
- They now understand what holding a CCC means.
- There seems to be a trend toward becoming a Psychological Associate in Ontario even though the cost and procedures are prohibitive.
- This will allow third party billing and additional job opportunities.
- There are over 900 CCPA members in Ontario.
- Robin feels that we need a national policy on the dissemination of information about professional development activities.
- Third Party Billing continues to be an issue.
- A Greater Toronto Area Chapter might be warranted for southern Ontario members.

### **Ontario Francophone – Michel Lefebvre**

- The work of the Transitional Council is a major focus.
- Michel is also working on the program committee for the 2011 conference to be held in Ottawa.

### **Nova Scotia – Linda Wheeldon**

- Waiting for proclamation of the Counselling Therapist Act in Nova Scotia.
- May happen in February 2011.
- Waiting for confirmation from the government.
- There is a profound tension between organizational viability and professional responsibility regarding professional education.
- Issue in Nova Scotia is about fees.
- There is a movement toward a Nova Scotia Chapter of CCPA.
- It is important that we do a good job of getting a clear message to the public.
- Have to make sure that it is understood that the College protects the public and the Association protects the practitioner.

### **Newfoundland and Labrador – Heather White**

- Major discussions have been held with colleagues regarding supervision and hours required.
- Heather indicated that there were challenges with the new student representative program and that she has lost her student representative.
- She is actively working with the Newfoundland and Labrador Psychological Association.
- NL Chapter has not been formed because there are not enough members.
- Perhaps the number required for a regional chapter can be reviewed for small provinces.
- Need to clarify contact vs. counselling hours and who can act as a supervisor.
- Would like written clarification of this information.

### **New Brunswick Anglophone – Madeleine Lelievre**

- Regulation is the key issue in the province.
- Concerned about the cost as the legislation must be accomplished through a private members bill.
- There is a relatively small base of CCC's in New Brunswick.
- Will be applying again to the Legislative Support Fund.

### **National Office**

- Barb MacCallum reviewed the various responsibilities of the staff of the National Office.
- In addition she reviewed the various projects that are being managed by the National Office. These include:
  - Mobility Project
  - National Assessment Project
  - CHARD
  - Public Relations Project
  - Webinar Project
  - Conferences (Charlottetown, Ottawa, Calgary)
  - Regulatory Issues
- Following comments were made regarding the various projects.
  - Might be useful to group provinces based on regulatory status and brainstorm various ways to support members.
  - Professional Development
    - Important for members to receive professional development in their own language.
    - It was noted that the French webinars had extremely low attendance (1-3 people).
    - May want to consider more face-to-face regional workshops however the economics of this must also be considered.
    - Workshops related to aboriginal development may want to be considered.
  - AIT should be a standing agenda item on each Board meeting so that provincial directors stay informed about this project.
  - Some Board members see the size of their provincial membership as limiting their options and questioned whether the Board should consider changing the by-laws related to forming a regional Chapter in smaller provinces.

- Is there a way to attract high profile presenters at the conference?
  - The Board needs to review the policy re conferences.
  - There may be a requirement to change the policy and review the purpose and objectives of the CCPA annual conference.
- Webinars
  - Consider Podcasts.
  - Put brief abstract of the webinar after each title.
  - Put small snippets of the webinar for people to view free of charge.

## 5. Conferences

### 2010 Charlottetown

- financials are complete
- the conference made a small profit.
- Deborah Wood Salter accepted the cheque on behalf of the Prince Edward Island Counselling Association

### 2011 Ottawa

- There were 140 proposals submitted for the 2011 Conference.
- The Program Committee is meeting weekly to decide on the program.

### 2012 Calgary

- Calgary has had its first official meeting.
- They will be deciding on a theme by January.

### Future Conferences

- A discussion was held with regard to conferences for 2013 and beyond.
- 2015 is the 50<sup>th</sup> anniversary of CCPA.
- It was felt that we should have the 50<sup>th</sup> Anniversary conference in a significant location.
- The first conference was held in Niagara Falls.
- A member survey was conducted and Niagara Falls was the favourite.
- In order to keep the conference rotating appropriately 2013, 2014 and 2016 were then decided.

**Motion:** That the CCPA National Conference be held in the following locations in the following years.

2013 – Nova Scotia (city to be determined)

2014 – Victoria, BC

2015 – Niagara Falls, ON

2015~~6~~ – St. John's Newfoundland

**Moved by Michel Lefebvre. Seconded by Linda Wheeldon.**

## 6. Certification Motions

- The following motions were tabled at the last Board meeting.

**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:** To bring back to the table the following 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”.

**Moved by Linda Wheeldon. Seconded by Robin Cameron.**

- The Executive has had some discussion about this motion and feels that it may be premature to bring into effect the new practicum hours.
- There must always be a balance between protecting the public and ensuring that Canadian universities have the resources to deliver the required practicum hours.
- CCPA may want to introduce a combination of practicum and supervisory hours post-degree.
- At the core of the problem is that we do not have an organized manner to deal with requests for supervision.
- A discussion has been held about developing a Supervisory Certificate similar to the CCC program.
- The Certification Committee will investigate this possibility.
- There will be liability issues that must be investigated.
- The Certification committee will also continue discussion with Counsellor Educators to determine the appropriate balance of practicum and supervisory hours.
- Students must be advised about any changes two years in advance.
- Therefore it was felt that it was premature to continue with the above motion.

**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”.

**Moved by Linda Wheeldon. Seconded by Robin Cameron.**

**DEFEATED**  
**Abstentions 1**

## 7. Student Representative Program

- Several Board members indicated that they were extremely happy with the program.
- It was noted that the new program had resulted in the loss of one student representative.
- Directors are to send suggestions for the program to Barb MacCallum.
- There will be some suggestions regarding changes to the program circulated prior to the next Board meeting.

## **8. Awards**

- Blythe Shepard and Ardele Gorman have approached Chapters to be more involved in the adjudication of the awards.
- Blythe and Ardele are currently in the process of establishing Chairs for the various committees.
- Idea was put forward to develop a poster to be sent to universities regarding our awards program.
- It was also suggested that a list of Social Work programs be developed.
- Directors could present to student of these programs as well as counselling programs.

## **9. Board Evaluation**

- The Board Self-Evaluation was reviewed.
- The following factors have made the past two years challenging:
  - Only two directors remained from the previous Board.
  - This is a period of rapid change in the profession.
  - There is a huge learning curve when you become a member of the Board.
  - New Orientation Manual is required for Directors.
  - Must balance outcomes with process.
- The suggestion was made that new Board members complete the evaluation at the first meeting.
- Then they can do an evaluation after their first year (pre-/post-test).
- Completing the evaluation was a useful process.

## **10. Public Relations Project**

- CyanSolutions representatives presented the public relations project.
- Everyone agreed that they appeared to understand the issues.
- It was agreed that they should focus on the top layer of the website.

## **11. Alberta/NWT Chapter By-Laws**

- Some suggestions for clarifying the language were provided to Blythe Shepard.

**Motion:** To approve in principle the Alberta/NWT Chapter of CCPA by-laws.

**Moved by Robin Cameron. Seconded by Miriam Duff.  
CARRIED**

## **12. Canadian Career Development Foundation (CCDF)**

- In May 2010 the CCPA Executive agreed to revisit the relationship between CCDF and CCPA.
- A face-to-face meeting was held in June 2010 between Barb MacCallum (CEO of CCPA and President of CCDF), Lorna Martin (CCPA President Elect), Blythe Sheppard (CCPA Treasurer), Lynne Bezanson and Sareena Hopkins (CCDF Executive Directors).
- It was a very positive meeting, characterized by mutual respect and a shared desire to promote dialogue and collaboration.
- At the September 2010 CCDF Board Meeting, a summary of the discussions was presented.



- It was confirmed that a change in the CCPA/CCDF Board relationship will have no impact on CCDF's charitable or financial status as no legal/financial relationship exists between the two organizations.
- Summary of Issues Discussed
  - Current mode of interaction, including having CCPA representatives on the CCDF Board (and vice versa), may not be the most useful and efficient way to promote information exchange, dialogue and collaboration.
  - Vance Peavy Memorial Fund may be more aligned with CCPA.
  - The Stu Conger Award is more aligned with CCDF.
  - How CCPA might best support participation in the CCCDA by their Career Development Chapter and, more broadly, how to strengthen and support the Chapter.
  - Endowment Fund

### **Current Mode of Interaction**

- Discussion
  - currently CCPA has two representatives on the CCDF Board of Governors. (The CCPA President and Past-President).
  - currently CCDF has one representative on the CCPA Board. (The President of CCDF). Given that the current President is also the CEO of CCPA, she does not vote at CCPA Board Meetings.
  - this relationship is an historical artifact.
  - the relationship is noted in the by-laws of both organizations.
  - at the CCDF Board of Governors meeting on September 9, 2010 it was unanimously agreed in principle that CCDF and CCPA are both fully independent organizations and, while they broadly support each other's work and want to promote strong communication and collaboration around specific activities, it is difficult to see any rationale in an ongoing involvement in each other's governance.
- Next Steps
  - the CCPA Board will discuss this issue at the November 2010 CCPA Board of Directors meeting.
  - if the discussion is consistent with that of the CCDF Board of Governors meeting on September 9, 2010, then both organizations would make the appropriate amendments to their by-laws.
  - CCDF in January 2011 and CCPA in May 2011.
  - recommendation is that the two organizations plan two meetings each year of the CCPA Executive and the CCDF Executive Directors to discuss collaboration around specific activities.

### **Vance Peavy Memorial Fund**

- Discussion
  - The R. Vance Peavy Memorial Fund was established at the request of his family to continue Vance's legacy of innovation and scholarship in career counselling research, writing and practice.
  - The fund is directed by a Committee of Vance's colleagues and administered by CCDF. Members of the Committee are Barbara MacCallum, President of CCDF and Chair, Dr. Armelle Spain, Université Laval, Dr. Louis Cournoyer,

Université du Québec à Montréal, Bruce Schumacher, George Brown College, Pat Goyette, George Brown College, Lynne Bezanson, CCDF. Judith Koltai Peavy acts in an honorary and advisory capacity.

- The Memorial Fund is being used to ensure that Vance's work, published and unpublished, remain accessible, and his SocioDynamic constructivist approaches continue to be available.
  - the Committee has decided to wind-down its activities.
  - the fund has been put to a good purpose but is not growing.
  - Vance's work was more closely aligned with CCPA.
  - there has been discussion of using some of the remaining fund to establish a Vance Peavy Award that would be given out at the CCPA annual conference.
  - some of the money could also be used for a "special celebration" of Vance's work at the inaugural presentation of the award.
  - any change to the Vance Peavy Memorial Fund would need to be discussed and approved by the Vance Peavy Memorial Fund Committee and also by the CCDF Board of Governors.
  - CCPA would also have to agree to host the award.
- Next Steps
    - the Vance Peavy Memorial Fund Committee has agreed in principle to the award and is currently developing criteria.
    - the committee will meet next on December 2, 2010.
    - the CCPA Board will discuss this issue at the November 2010 Board meeting.
    - if the discussion is positive then Barb MacCallum will notify the Vance Peavy Memorial Fund Committee of this and also the CCDF Board of Governors at the December 9, 2010 meeting.

### **Stu Conger Award**

- Discussion
  - the Stu Conger Award was established when Stu retired as Executive Director of CCDF.
  - the award is presented for exemplary national leadership in career development.
  - the award is adjudicated by a CCDF committee.
  - traditionally the award was presented at NATCON.
  - when NATCON was discontinued the award was presented at the CCPA National Conference.
  - the award may be a better fit with CANNEXUS.
- Next Steps
  - The CCPA Board will be notified of this issue at the CCPA November Board meeting.
  - if CCDF decides to move the award there is no action required other than to thank CCPA for the opportunity to present the award at their conference and to indicate that the award will now be presented at another venue.

### **CCCDA and the CCPA Career Development Chapter**

- Discussion
  - CCDF is the administrative arm of CCCDA (CANADIAN COUNCIL OF CAREER DEVELOPMENT ASSOCIATIONS).
  - CCPA's Career Development Chapter is a member of CCCDA.

- discussions should be held on how to strengthen and support the Chapter.

### **Endowment Fund**

- Discussion
  - this fund was established after the CAMCRY project was completed.
  - the fund awards \$7,500 each year for a career development project.
  - the adjudication of the award is done by a committee which consists of two CCDF Board of Governors and two CCPA members.
  - some fund-raising has been done at the annual CCPA conference but this has not raised much money for the fund.
  - there has been no substantive discussion about the endowment fund.
  - it is possible to maintain status quo for the adjudication committee.
- Next Steps
  - the CCPA Board will discuss this at the November 2010 CCPA Board meeting.
  - the CCDF Board of Governors will discuss this at the December 2010 Board of Governors meeting in December 2010.

**Motion:** Whereas the autonomy of both CCDF and CCPA are recognized;

And whereas a need has been expressed by both organizations for more direct communication;

And whereas there is a CCPA by-law (By-law 3.2.1.3) which states “the President of the Canadian Career Development Foundation ... shall be an ex-officio member of the Board of Directors’ of CCPA”;

Be It Therefore Resolved That By-Law 3.2.1.3 be removed from the By-Laws of CCPA and replaced by an Executive duty to commit to regular meetings of the Executives of CCDF and CCPA for the purposes of ongoing, direct communication and collaboration on joint projects.

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

- Other items will be further discussed once the CCDF Board meeting has occurred on December 9, 2010.

### **13. Regional Presence of CCPA**

- Actions taken regionally strengthen the association.
- Ron and other members of the Executive have met with Ontario Society of Psychotherapists and the British Columbia Association of Clinical Counsellors (BCACC).
- The idea for a chapter is still alive in Newfoundland but it is difficult to get the requisite numbers.
- A chapter in Nova Scotia is still contemplated.
- In Saskatchewan momentum for a provincial association is happening but not through CCPA.
- Alberta has successfully formed a chapter.

- Many thanks to Blythe Shepard for her leadership and hard work in forming this Chapter.

#### **14. CEO Evaluation (in camera)**

- Ron Lehr provided a summary of the CEO Evaluation to the Board.

#### **15. Committee Reports**

##### **Governance Committee – Lorna Martin for Maria De Cicco**

- Committee has not met in full during this reporting period.
- Future work is pending, based on the membership's approval of the previous reporting period's work.

##### **Risk Management – Lorna Martin**

- Review of financial resources and risk mitigations process reveal a need to increase awareness of Board Members in areas related to the current position and potential future directions of CCPA in a variably regulated environment for the counselling profession.
- Review of recruitment, retention and succession planning processes reveals a need to strengthen strategic outreach for general membership, for Board membership and for National Office Employees.
- Public relations project will assist in strengthening this outreach.

##### **Risk Management Sub-Committee - Public Relations Project**

- The Cyan presentation was well received.
- Providing input into the Public Relations project will be the main focus of this committee.

##### **Quality Assurance and Viability – Louis Cournoyer**

- The committee worked extremely hard on the Ambassador project under Maria's leadership.
- They also provided input into the Website project.
- Robin Cameron has produced a Private Practice FAQ that will be extremely useful to members wishing to start a private practice.
- They also reviewed and summarized the survey data related to member's professional development requirements.
- However, the most recent committee meetings have left the Committee discussing the purpose of committee work.
- What is the role of the committee on a policy-based board?
- Louis noted that he had written a paper related to this matter as part of the Committee report.
- A discussion ensued and it was noted that on policy-based boards the committees should be considering matters of policy and determining the information that they require to recommend a policy to the Board. An example of a committee's work plan might be.
  - Determine issue to be discussed.
  - Determine timeline.
  - Determine meeting schedule.

- Determine the data required to allow the committee to have an informed discussion.
- Request resources from the National Office to obtain the data required. This may require work to be done at the National Office or it may require a consultant to be hired. Committees should understand resource and financial commitments when they make their request by discussing the data required with the National Office.
- Information should be requested with a timeline. For example, the Committee requires the data by this date.
- Create policy and recommend to the Board.
- Obtain Board feedback and continue work or proceed to the next policy issue.
- It is not the role of a Policy Board to actually do the work but to make policy so that the work can be done.
- The Committee also noted that Board members are also working at the Conference and some consideration should be given to paying their conference fees.

### **Education and Policy Committee Report – Ardele Gorman**

- This committee also expressed some frustration in their process.
- Will review the draft report for webinars.
- Regional workshops have been requested but do people have funding to attend regional workshops?
- CCC is not required in Quebec.
- However, CEU's are required.
- Is there a way to have our CEU's recognized by Quebec organizations?
- We have collected some EAP data.
- What should be done with this data?
- How do we advertise our webinars?
- Perhaps we conduct a webinar on how to do a webinar.
- EAPs conduct monthly training sessions – perhaps our webinars would be useful.
- Should consider a Speaker's bureau.
- We require more information on membership.
- Perhaps a report on which members belong to which Chapters in each province would be useful.

### **Certification Committee – Blythe Shepard**

- The work of the Committee was reviewed under agenda item 6.
- Next steps
  - Review of CEU requirements.
  - Contact vs. counselling hours – providing a more succinct definition.
  - Supervisor Certification.

## 16. Committee Work

### CCPA PRIORITY ITEMS NOVEMBER 2010-11-21

Certification	1.Canadian Certified Supervisor (CCS) Program	<ul style="list-style-type: none"> <li>• Information to students</li> <li>• Coordination of information to students (connected to counsellor educators and university programs)</li> <li>• Supervision options (inclusive approaches to encouraging diverse options for supervision – rural, remote, isolated, urban)</li> </ul>
May 2011 board meeting	2.Leadership Development (directors, students, members)	<ul style="list-style-type: none"> <li>• Sustainability efforts with current membership</li> <li>• Encouraging renewal of prior members</li> <li>• Invitation to new members</li> <li>• Increase Francophone membership</li> <li>• Orientation manual (position descriptions, chapter liaison, roles, information per province, exit interview by leaving director, national snapshot of CCPA, clarified process of list-serv for members and student members)</li> <li>• Policy on advertising on list-serv</li> </ul>
Sustainability	3.Partnership with counsellor educators	<ul style="list-style-type: none"> <li>• Engagement</li> <li>• Profile</li> <li>• Collaboration</li> <li>• Benefit to them</li> </ul>
Education	4.Alternative uses of webinars (e.g., open board meeting)	<ul style="list-style-type: none"> <li>• Targeted by age and interests</li> <li>• Partnering/collaboration with other groups</li> <li>• Extend current webinars into podcasts</li> <li>• Available to other groups</li> <li>• PD viability (target audiences – strategic targets)</li> <li>• More diverse, inclusive use of multiple delivery models (e.g., Francophone members)</li> </ul>
Thread	5.Inclusivity policies (e.g., Francophone opportunities across nation rather than in regions)	<ul style="list-style-type: none"> <li>• More diverse, inclusive use of multiple delivery models (e.g., Francophone members)</li> <li>• Make up of membership is diverse; recognition of rural and underserved areas with small populations and unique issues of larger areas</li> </ul>
Public Relations	6.CCPA Promotion (e.g., CCC, resourcing, PR, integrative approaches, CYAN)	<ul style="list-style-type: none"> <li>• Specific targets (e.g., clients, counsellors, employers, counsellor educators)</li> </ul>
sustainability	7.Strengthening special interest areas partnerships	<ul style="list-style-type: none"> <li>• More diverse, inclusive use of multiple delivery models (e.g., Francophone members)</li> </ul>
communication	<ul style="list-style-type: none"> <li>• Initiatives</li> <li>• Between committees</li> <li>• The committee and the Board</li> <li>• Board and executive</li> <li>• Directors and affiliates re: listservs, face-to-face</li> <li>• CCPA special projects and Boards (e.g., AIT, Regulation – snapshots to share with members, regular updates, etc.)</li> </ul>	

## **Committee Activities – Next 100 days**

### **Education Committee**

- Review Webinar report when available (anticipated in December 2010).
- Make recommendations regarding future planning.
- Perhaps we should have Webinar reports on a quarterly basis.
- Review how we might advertise professional development to a wider audience.
- Perhaps we should implement a sit-in evaluation process for the webinars.
- Lilli can provide a template.
- Need to look at a wider audience for advertising our webinars.

### **Public Relations Committee**

- Have established meeting dates.
- Major activities will revolve around providing feedback on Public Relations project.

### **Sustainability Committee Meeting - Louis Cournoyer**

#### **Purpose:**

- The Executive, in consultation with the Board, National Office and CCPA members has identified; Partnerships with Counsellor Educators as a national priority.
- As a committee we aim to collect data on Counsellor Educators and offer the CE chapter our support in the event that we can provide them with more value and perhaps even participate or collaborate on projects that they identify as vital.
- Reaching out to CE who may not be a part of the chapter will also fall under the purview of this committees work but it may fall outside what we are able to accomplish in the next 100 days.

#### **Day 1-20 (December 12th)**

- Send email to National Office and gather information from other sources such as Annual Reports.
- Questions for National Office
  - How many Counsellor Educators are there (in Canada)?
  - How many are members of CCPA?
  - What is the demographic data available to us (in terms of declining numbers)?

#### **Day 20 – 40 (January 1st – first week of January)**

- Louis to become Liaison to the Counsellor Educators (CE) Chapter and will make contact with Olga Sutherland – Chapter President to begin a dialogue with the Chapter.
- Can our committee be of service to them?
- Would they be open/interested in a focus group in order to determine how we might better serve their members?
- How can we contribute to the viability of the Chapter?
- How do we maintain long term and sustainable connections?
- Many names were put forward as possible contacts for the committee such that information could be gathered. Names include; Glenn Sheppard, Marcel Monette, Robert Baudouin, David Smith.

- The Committee also noted that perhaps the Ambassador Project (Sustainability Committee's major project from 2009) could be of value to both counsellor educators and their students and they could be invited to submit profiles; in addition as the Public Relations project continues they might invite their students to submit Blog posts.

#### **Day 40 – 50**

- Committee needs to choose a date for our teleconference.
- A request was made for the first week of January.
- Consultation with Ron Lehr who provided background information related to the contributions of the counsellor educators and how vital their role is to the profession of counselling and to CCPA. He identified some benefits of belonging to CCPA including having access to a peer reviewed journal and conferences, but noted that research based presentations were not as plentiful as had been in previous years.

#### **Tasks**

- Louis to send list of questions to rest of committee for ideas prior to sending to National Office.
- Committee to review and add research questions
- Louis to contact CE Chapter President Olga Sutherland to begin a dialogue and introduce himself as Board liaison.
- Committee to set date for January teleconference.

#### **17. Yorkville Student Letter**

- The letter was provided to the Board as information.
- After discussion, no change to the by-laws is anticipated at this time.

#### **18. Board of Directors Renewal**

- Board continuity is important.
- It will be important to find a way for outgoing directors to mentor incoming directors.
- Lorna noted that she has reviewed the by-laws and will circulate a Motion to remove the notion that elections are only held in odd years.
- Over time this may resolve Board turnover issues.
- A request was also made to the Governance Committee to review the Treasurer position. Should this position be held by a Director as this adds to workload or should it be a separate position?
- It was noted that congratulations are owing to Blythe Shepard for her hard work as Treasurer.

#### **19. Next meeting**

- Barb MacCallum will send out a Doodle Poll to determine the next meeting date.
- Candidates are January 26, 27 or 31.



**20. Adjournment**

**Motion:** To adjourn the meeting.

**Moved by Lorna Martin. Seconded by Blythe Shepard.  
CARRIED**

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

## SUMMARY OF MOTIONS

**Motion:** To approve the agenda as presented.

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

**Motion:** To accept the minutes of the September 20, 2010 meeting as accurately reflecting the discussions and decisions of the Board.

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

**Motion:** That the CCPA National Conference be held in the following locations in the following years.

2013 – Nova Scotia (city to be determined)

2014 – Victoria, BC

2015 – Niagara Falls, ON

2016 – St. John's Newfoundland

**Moved by Michel Lefebvre. Seconded by Linda Wheeldon.**

**Motion:** To bring back to the table the following 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”.

**Moved by Linda Wheeldon. Seconded by Robin Cameron.**

**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”.

**Moved by Linda Wheeldon. Seconded by Robin Cameron.**

**DEFEATED  
Abstentions 1**

**Motion:** To approve in principle the Alberta/NWT Chapter of CCPA by-laws.

**Moved by Robin Cameron. Seconded by Miriam Duff.  
CARRIED**

**Motion:** Whereas the autonomy of both CCDF and CCPA are recognized;

And whereas a need has been expressed by both organizations for more direct communication;

And whereas there is a CCPA by-law (By-law 3.2.1.3) which states “the President of the Canadian Career Development Foundation ... shall be an ex-officio member of the Board of Directors’ of CCPA”;

Be It Therefore Resolved That By-Law 3.2.1.3 be removed from the By-Laws of CCPA and replaced by an Executive duty to commit to regular meetings of the Executives of CCDF and CCPA for the purposes of ongoing, direct communication and collaboration on joint projects.

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

**Motion:** To adjourn the meeting.

**Moved by Lorna Martin. Seconded by Blythe Shepard.  
CARRIED**

### SUMMARY OF TASKS

Task No.	Reference No.	Task	Date	Responsibility
1	4	Consider giving a webinar on legal issues		National Office
2	4	Market webinars to EAP companies		National Office
3	4	Have Ontario and Quebec directors in the Gatineau region collaborate		Ontario and Quebec Directors
4	4	Conduct a brainstorming session with Directors whose provinces have the same regulatory status.		Board of Directors
5	4	National Policy on the dissemination of information about professional development activities		Governance Committee
6	4	Greater Toronto Area Chapter for southern Ontario members		Ontario Directors
7	4	Review by-law related to the formation of regional Chapters.		Governance Committee
8	4	Clarify contact vs. counselling hours in writing	ASAP	Certification Committee
9	4	Place AIT as a standing item on Board agendas	ASAP	National Office
10	4	Review Policy on Conferences	May 2011	Board of Directors
11	6	Supervisor Certification		Certification Committee
12	6	Investigate liability related to Supervisor Certification		National Office
13	7	Send suggestions for the Student Representative program to Barb MacCallum at National Office	ASAP	Board of Directors
14	7	Proposals regarding change to the Student Representative Program	ASAP	National Office
15	8	Develop a poster to advertise CCPA Awards to students	May 2011	National Office
16	15	Consider change in policy regarding paying for Directors conference fee	ASAP	Governance Committee
17	15	Determine if CEU's can be recognized by other organizations (especially in Quebec)	ASAP	National Office
18	15	Conduct a webinar on how to do a webinar	ASAP	National Office
19	15	Develop report on which members belong to which Chapters in each province	ASAP	National Office
20	18	Review Treasurer's position	ASAP	Governance Committee