

**CCPA Board Meeting  
January 27, 2011  
Teleconference  
12:00-1:30 (Ottawa time)**

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

**Regrets:** Maria De Cicco, Louis Cournoyer, Heather White

**Welcome**

- Ron welcomed everyone and thanked them for attending the meeting.
- Ron spoke of the significant loss that we have all experienced with Kathy Mueller's untimely death. A moment of silence was held to honour Kathy's memory.
- Maria is also in our thoughts and we hope that she will be able to rejoin us soon.

**Agenda**

1. Approval of Agenda
2. Approval of the November 20-21, 2010 Minutes
3. Conflict of Interest
4. Budget 2011-2012
5. By-Laws
6. Vance Peavy Award
7. Legislative Support Fund
8. Board of Directors 2011-2013
9. Student Program
10. Awards
11. Next Meeting
12. Adjournment

**1. Approval of the Agenda**

- The Awards agenda item was moved to the end of the agenda.

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

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

**2. Acceptance of Minutes**

**Motion:** To accept the minutes of the November 20-21, 2010 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Robin Cameron. 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. Budget

- The 2011-2012 Budget was distributed December 20, 2010 to the Board of Directors.
- No questions have been received.
- Thanks to Blythe Shepard and Barb MacCallum for their work on the budget.

**Motion:** That the 2011-2012 Budget be approved as presented.

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

#### 5. By-Laws

- The following motions were presented for consideration.
- The changes are to ensure board continuity and to attempt to stagger board terms so that the entire board is not changing at the same time.

**Motion:**

Whereas each Director elected or acclaimed to the Board of Directors for CCPA holds a two-year term with a one-time renewable term;

And whereas there is a need for continuity on the Board to conduct CCPA business;

And whereas there are two CCPA by-laws (3.4 and 4.2) that restrict the continuity of the Board by mandating that the terms of Directors and the President Elect begin on odd numbered years;

And whereas there are six references in the CCPA By-Laws restricting elections to occur only in odd numbered years;

Be it therefore resolved that

By-law 3.4 be revised to read, “The election will take place before the Annual General Meeting”

By-law 3.4.6 be revised to read, “When an individual is appointed by the Board to replace a Regional Director, he or she shall begin a new term of office in accordance with this section 3.4.”

By-law 4.2.1 be revised to read, “The President Elect of the Association shall serve a term of office of two years commencing from the opening of the Board Meeting preceding the Annual General Meeting and ending at the commencement of the Board Meeting preceding the Annual General Meeting two years’ hence.”

By-law 4.2.2 be revised to read, “At the Board meeting preceding the AGM in the first year of his/her two year term, the President Elect shall take over as President. The outgoing President shall become Past President. Should the President Elect have taken over to complete the term of his or her predecessor, this will not disqualify him or her from serving his or her normal term as President.

By-law 4.2.3 be revised to read, “The President Elect shall be elected by electronic and mail ballot among the Voting Members of the Association. The election will take place before the Annual General Meeting in the year prior to the end of the previous President Elect’s term. The election process for the President Elect and/or President, if required, will be carried out in accordance with policies and procedures established from time to time by an election committee established by the Board. If there is only one nominee for President-Elect, the nomination must be approved by the Executive Committee prior to the appointment by acclamation.

By-law 4.2.5 be revised to read, “The Secretary is a non-voting position normally filled by a member of the office personnel appointed by the Board on the recommendation of the Chief Executive Officer. The appointments of the Treasurer and Secretary shall take place at the first meeting of the Board preceding the Annual General Meeting in which the President-Elect begins his/her term of office or as early as possible thereafter. The Secretary shall be responsible for the custody of and maintenance of the records of the Association.

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

**Motion:**

Whereas each Director elected or acclaimed to the Board of Directors for CCPA holds a two-year term with a one-time renewable term;

And whereas there is a need for continuity on the Board to conduct CCPA business;

And whereas there are no CCPA by-laws that address the continuity of the Board in the event that the President or Past President is incapable of continuing his/her term ;

Be It Therefore Resolved that two sections be added to By-law 4.2 to address these omissions.

4.2.7 In the event that the President is incapable of completing his/her term in office as President, the President Elect shall assume to position of “Acting President” and By-law 4.1.4 may be used to address operating efficiencies.

4.2.8 In the event that the Past President is incapable of completing his/her term in office as Past President, the position shall remain vacant until the currently sitting President ends his/her tenure as President. The Executive Committee may use By-Law 4.1.4 to address operating efficiencies.

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

**6. Vance Peavy Award**

- An award is being created to honour Vance Peavy.
- The Vance Peavy Memorial Fund currently resides with CCDF.

- There is agreement at CCDF that the award should be transferred to CCPA along with the portion of the fund that will provide the money for the award.
- If CCPA becomes the custodian of the award, there is no requirement to continue the award after the fund is depleted.

**Motion**

Whereas the Executive Committees of CCDF and CCPA jointly recognize and appreciate the contributions of Vance Peavy to the counselling and psychotherapy profession;

And whereas the legacy of Vance Peavy resides predominantly in the area of counselling;

Be It Therefore Resolved that the administration of the Vance Peavy Award migrate to CCPA.

**Moved by Lorna Martin. Seconded by Ardele Gorman.  
CARRIED**

**7. Legislative Support Fund**

- NSACT has applied for funding from the Legislative Support Fund.
- The Executive Committee reviewed the application and has recommended that \$3,500 be provided to NSACT.
- Our support of the various provincial regulatory initiatives and the associations involved in those initiatives is very visible and tangible when we provide funding from the Legislative Support Fund.

**Motion:** That an amount of \$3,500 be awarded to the Nova Scotia application to the Legislative Support Fund.

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

**8. Board of Directors 2011-2013**

- There will be two elections: Nova Scotia, Ontario Anglophone.
- Nominees have been confirmed in all provinces with the exception of Saskatchewan.
- A candidate has been identified for Saskatchewan.
- The paperwork is still to be received by the National Office.
- A Board Member will have to be identified for British Columbia/Yukon.

**9. Student Program**

- A request has been received for the Board to provide input on the deadlines for student representative applications.
- At present, applications are sent to the Provincial Director for review on a first-come, first-considered system.
- The following is a proposed system for deadlines that will provide students with a fair opportunity to be considered for the position.
- CCPA National Office could provide Directors with all applications for the position and therefore minimize the correspondence and paperwork on the part of the Director.

- **Option 1: One annual deadline and accepting applications for vacant positions throughout the year.**
  - **Annual Deadline:** Given that most students graduate from their programs and leave their position as Rep in the spring, we propose an annual deadline for all vacant university positions in June.
  - **Vacancies after the Deadline:** Applications for positions that remain vacant following the deadline will be held for a period of two weeks in order to allow other candidates time to submit their application for consideration. Such deadlines could be noted on the website as well as on Facebook/Twitter and possibly member newsletters.
  - **Advantages and drawbacks:** This option would address a large expected turnover in Reps each spring (most Reps noted spring as their expected time of the year to graduate) and would allow the new Reps time to prepare for the new semester in September. However, this option would lead to possibly multiple deadlines throughout the year and may lead to some confusion.
  
- **Option 2: Three recurring deadlines throughout the year.**
  - **Mid- June Deadline:** Addresses the foreseeable Rep turnover following graduation, gives Reps the opportunity to prepare for the upcoming semester in September.
  - **Mid-September Deadline:** Recruitment of students just beginning their studies in counselling and looking for opportunities in the field.
  - **Mid-January Deadline:** Recruitment at this time would provide students who may have missed the September deadline the opportunity to apply. New reps would be recruited in time to assist with the publication of the student newsletter in Mid-February.
  - **Advantages and drawbacks:** this option would simplify the deadlines for students, directors, and head office. However, positions may remain vacant for a longer period of time as appointments to the Rep position would only occur three times per year.
  
- After discussion it was decided that an annual deadline with the deadline being in the 3<sup>rd</sup> week of September would be the best option.
- The Board requested that this decision be conveyed to the persons working on the Student Representative Program.

## **10. Awards**

- Blythe Shepard excused herself from the meeting at this point.
- Chairs are needed for the Robert Langlois Award and the Practitioners Award.

**Motion:** To award the 2011 Lorne Flavelle Award for Outstanding Volunteer Service to Wayne Clifford.

**Moved by Lilli Janzen. Seconded by Madeleine Lelievre.  
CARRIED**

**Motion:** To award the Professional Contribution Award for 2011 to Blythe Shepard.

**Moved by Michel Lefebvre. Seconded by Lorna Martin.**

**CARRIED**

**11. Next meeting**

- The next scheduled meeting of the Board of Directors is March 31, 2011 at 12:00 p.m. Ottawa time.

**12. Adjournment**

**Motion:** To adjourn the meeting.

**Moved by Linda Wheeldon. Seconded by Lilli Janzen.  
CARRIED**

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

## SUMMARY OF MOTIONS

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

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

**Motion:** To accept the minutes of the November 20-21, 2010 meeting as accurately reflecting the discussions and decisions of the Board.

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

**Motion:** That the 2011-2012 Budget be approved as presented.

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

**Motion:**

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Annual General Meeting in the year prior to the end of the previous President Elect's term. The election process for the President Elect and/or President, if required, will be carried out in accordance with policies and procedures established from time to time by an election committee established by the Board. If there is only one nominee for President-Elect, the nomination must be approved by the Executive Committee prior to the appointment by acclamation.

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And whereas the legacy of Vance Peavy resides predominantly in the area of counselling;

Be It Therefore Resolved that the administration of the Vance Peavy Award migrate to CCPA.

**Moved by Lorna Martin. Seconded by Ardele Gorman.**



**CARRIED**

**Motion:** That an amount of \$3,500 be awarded to the Nova Scotia application to the Legislative Support Fund.

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**Motion:** To award the Professional Contribution Award for 2011 to Blythe Shepard.

**Moved by Michel Lefebvre. Seconded by Lorna Martin.  
CARRIED**

### SUMMARY OF TASKS

<b>Task No.</b>	<b>Reference No.</b>	<b>Task</b>	<b>Date</b>	<b>Responsibility</b>
1	10	Suggest Chairs for the Robert Langlois and Practitioners Award Committees	ASAP	Board of Directors