

**CCPA Board Meeting
May 15-16, 2011
Marriott Hotel, Ottawa, ON**

Present: Lorna Martin (Chair), Ron Lehr, Blythe Shepard, Michel Lefebvre, Serge Hall, Miriam Duff, Deborah Wood Salter, Lilli Janzen, Sarah Holland, Trish McCracken, Marie Cardinal-Picard, Erin Crossland, George Dunne, Martin Reid, Beatrice St. Amand-Doepker, Barbara MacCallum (Secretary)

Welcome

- Lorna welcomed everyone and thanked them for attending the meeting.
- May 15 was an Orientation Day.
- The Business Meeting began on May 16, 2011.

Agenda

1. Approval of Agenda
2. Acceptance of the March 31, 2011 Minutes
3. Conflict of Interest
4. Audited Financial Statements
5. Business Arising from National Symposium 2011
6. Business Arising from Previous Board
 - Awards
 - Chapter Support Fund
 - Mental Health Academy
 - Canadian Journal of Counselling and Psychotherapy
7. Appointment of Secretary
8. Appointment of Treasurer
9. Appointment of Francophone Consultants
10. Chapter Liaisons
11. Certification Motions
12. Conferences
13. Board Meetings
14. Business Arising from the Executive Meeting
 - Australian Counselling Association
 - Canadian Career Development Foundation
 - Regional Workshops
 - Research Conference
15. Preparation for AGM
16. Standing Committees
17. Next Meeting
18. Adjournment

1. Approval of the Agenda

- Background checks – discussed under certification motions.
- History of conferences.

Motion: To approve the agenda as amended.

**Moved by Michele Lefebvre. Seconded by George Dunne.
CARRIED.**

2. Acceptance of Minutes

Motion: To accept the minutes of the March 31, 2011 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Miriam Duff. Seconded by Michel Lefebvre.
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. Audited Financial Statements for the Year Ending January 31, 2011

- Barb MacCallum presented the financial statements for the year ending January 31, 2011.
- The audit was unqualified.
- The following items were clarified:
 - **Rent:** CCPA moved in April 2010. There was a requirement to have two months of overlap in order to effectively manage the move during the conference period. In addition CCPA now has more space. This was required due to the increase in staff.
 - **Postage:** CCPA conducted several mail-outs for suppliers in 2010. There is matching revenue to the expense. In addition membership has grown and more membership and certification kits are being mailed. Postage has also increased.
 - **Telephone:** In its previous location CCPA had used the services of Rogers. In order to have Rogers' lines in the new location there was a cost of \$100,000 for installation. CCPA therefore switched to Bell. Although the monthly rate for Bell is slightly higher than Roger's a cost saving was created by not having to pay the fee to install the telephone lines. In addition more staff and more members have resulted in increased communication costs.

Motion: To receive the 2010-2011 audited financial statement as presented.

**Moved by Martin Reid. Seconded by Serge Hall.
CARRIED**

5. Business Arising from National Symposium 2011

- CCPA has been participating in the National Mobility Project as part of the Project Working Group (PWG) and as the administrator of the project which is funded by HRSDC.

- The PWG developed a national definition and scope of practice for counselling and conducted a survey in the Fall of 2010.
- The invitation to participate in the survey was distributed to over 140 organizations.
- Respondents to the survey included 46 organizations and 1,146 individuals across Canada.
- The result of the survey was that 93% of respondents agreed with the definition and scope of practice and could see themselves in the statements in the survey.
- At the National Symposium held in Ottawa on April 7-8, 2011 the Definition and Scope of Practice were ratified by the attendees.
- It is now time for CCPA to consider if it will adopt the national definition and scope of practice.
- There was concern expressed that psychotherapy was not explicitly mentioned in the definition.
- It was explained that respondents to the survey indicated over 70 different titles that they used to describe their work including psychotherapist.
- The key fact is that 93% of the participants saw themselves in the definition and scope of practice with never more than 4% disagreement on any component of any question.
- The Board considered the implications of amending the definition.
- If the definition was amended the survey results would no longer be valid.
- It was also noted that in Quebec counselling is an activity, not a profession.
- The survey results from Quebec had a higher approval rating than those from the rest of Canada.

Motion: To adopt for use by CCPA the nationally validated definition and scope of practice for the counselling and psychotherapy professions as determined by the 2010 survey of counsellors and psychotherapists in Canada conducted by the Project Working Group of the National Symposium Project.

Moved by Martin Reid. Seconded by Sarah Holland.

CARRIED
2 ABSTENTIONS
1 NO

6. Business Arising from Previous Board

Awards

- There has been a noticeable decline in the number of nominees for the awards program.
- The funding for the awards program has not changed substantially in a decade.
- Increasing the value of the awards may assist in increasing the number of nominees.
- The requirements and designations for the awards have been under review for the past six months and may be revised at a subsequent Board meeting.

Motion: To increase the monetary value of the CCPA Awards to a total amount of \$5,000 dispersed across the awards program.

Moved by George Dunne. Seconded by Beth Robinson.

Discussion:

- It was noted that the amount of \$5,000 was adequate, affordable and achievable.
- There is consideration of adding new awards such as a Humanitarian Award.
- \$5,000 would be doubling the current allocation for the awards program.
- A friendly amendment to the motion followed:

Motion: To increase the monetary value of the CCPA Awards to a total amount of \$5,000 per annum dispersed across the awards program.

**Moved by Martin Reid. Seconded by Miriam Duff.
CARRIED**

Chapter Support Fund

- At recent Chapter Presidents' meetings, some Chapter Presidents have requested increased support from CCPA for events, initiatives and translation services.
- To support the growth and development of key initiatives, a Chapter Support Fund that parallels the Legislative Support Fund would provide internal support for our members within their chapters.
- Similar to the Legislative Support Fund, the intention would be for the Executive to determine a fiscally responsible structure for the fund.
- An example was provided to the Board Members in their Board binders.
- The Executive has been tasked to provide the details of the fund to the Board before it is presented to the Chapters.
- It was clarified that a Chapter must be formed first before it could have access to the fund.

Motion: That CCPA establish a Chapter Support Fund, the administration and financial management guidelines for which will be developed by the Executive.

**Moved by Miriam Duff. Seconded by Trisha McCracken.
CARRIED**

Mental Health Academy (MHA)

- The Mental Health Academy is a leading provider of professional development education for the mental health industry in Australia and the Pacific, specializing in the delivery of content via the internet. MHA content comprises text-based courses (supported by video where appropriate) and video workshops.
- MHA has a CEC package that they are offering to CCPA. Currently, there are over 70 professionally-developed counselling-related courses available. MHA is proposing that CCPA add to the courses/workshops available (if desired) and select the existing and emerging courses/workshops that would be appropriate for the membership to create a platform for online CECs specific to CCPA.
- The costs for development and loading of workshops/courses are MHA's. Since they have a pre-established platform, program, and staffing, the inclusion of CCPA members purchasing CEC activities makes it cost effective for them.
- Members would pay for CEC activities either "buy-as-you-go", "fixed monthly" or "annually". Because of the volume of available activities, the cost is decreased. A

monthly fee suggested by MHA is \$27 per month for unlimited access to all workshops/courses (\$259 per annum if paid upfront).

- MHA takes responsibility for all course/workshop costs, including the recording of new workshops desired by CCPA. For each member who chooses to use MHA, a rebate for a percentage of the fee is provided to CCPA (e.g., \$7 of the \$27 monthly fee; \$50 of the \$259 annual fee).
- CCPA members opt in or out of the agreement based on their personal preference. .
- There is no obligation to CCPA or the MHA regarding member use of MHA.
- CCPA members who are CEC providers can submit video recordings of presentations to MHA. If approved for publication, all videos are owned by the presenters, who receive affiliate fees for each video sold via the MHA online portal.
- The system will automatically calculate CECs and upload them to CCPA.
- There will be some cost to modify the CCPA database to accept the CEC numbers from MHA.
- This will be a good service for rural and remote counsellors or for those counsellors who are temporarily out of the country or isolated.
- We may need to cluster the material to make it more manageable for our members.
- The agreement is only in principle. National Office will proceed to take the next steps and gather more information about the implementation of the program and report back to the Board.

Motion: To agree in principle with the proposal for services between CCPA and the Mental Health Academy for online professional development opportunities, pending further negotiations with the service provider.

**Moved by Miriam Duff. Seconded by Serge Hall.
CARRIED**

Funding of the Canadian Journal of Counselling and Psychotherapy (CJCP)

- The editor of the *Canadian Journal of Counselling and Psychotherapy* has been advised that 2011 will be the final year of funding by SSHRC.
- CCPA is a partial funder of the *Journal*, with SSHRC providing approximately \$20,000 to cover the costs of development and publication.
- Letters have been sent to SSHRC and CIHR regarding the current situation of funding withdrawal.
- President Ron Lehr has had conversations with SSHRC and CIHR.
- The *Journal* has a robust history and an excellent reputation in the research community.
- To avoid a potential gap in funding as CCPA attempts to address the current situation and find alternative funding sources, a request for interim funding to offset costs is requested.
- It was noted that Robinder Bedi has a presentation related to the use that is made of CJCP by Counselling Psychologists. Barb MacCallum will contact him to obtain his presentation.
- Heritage Canada may have funding for translation of this type of publication.

Motion: In the event of the loss of government funding in 2012 that CCPA contribute funds to a maximum of \$20,000 to continue the publication of the CJCP.

**Moved by Beth Robinson. Seconded by Martin Reid.
CARRIED**

7. Appointment of the Secretary

Motion: To recommend to the Board that Barbara MacCallum continue in her role as Secretary for 2011-2013.

**Moved by Serge Hall. Seconded by Martin Reid.
CARRIED**

8. Treasurer

- The Board has a fiduciary responsibility to ensure that the financial aspects of CCPA are being handled appropriately.
- The Treasurer's role is described in the Governance Manual.
- Directors who wish to volunteer as the Treasurer should let Lorna Martin know by the end of the Board meeting on May 16, 2011.
- Lorna will bring the name(s) forward at the June 2011 Board meeting.

9. Appointment of Francophone Consultants

- When the three elected officers of the Executive speak only one and the same official language, a member of the Board who is fluent in the other language will be appointed to the Executive.
- This custom was instituted a number of years ago when the Association did not have specific bilingual/bicultural commitments and initiatives on the Board and at National Office.
- Due to the medical leave of absence of the Past-President in 2011, the current Executive has experienced the demands of bilingual communication and has found their official language skills sufficient to the task. Nonetheless, in keeping with the governance mandate, and to honour the cultural and unique linguistic components of a bilingual nation, the appointment of a Francophone consultant was instituted.
- For this Board we are appointing two senior Board members as Francophone Consultants.

Motion: To appoint Serge Hall and Michel Lefebvre as the Francophone Consultants for 2011-2013.

**Moved by Lilli Janzen. Seconded by Erin Crossland.
CARRIED**

10. Chapter Liaisons

- Ron Lehr explained the different types of Chapters (regional and special interest) and the Chapter Liaison program.
- There is an opportunity for each Board Member to be the Liaison for a Chapter.
- The responsibility is to provide information to the Chapter, especially after a Board meeting.
- Designated Liaisons may also attend the Chapter President's teleconference if they would like to do so.
- Liaisons may attend Chapter meetings if they are invited to do so by the Chapter.

- Board Members were asked to volunteer for Chapter Liaison positions.
- Following are the liaisons:

Chapter	Liaison
Aboriginal Circle	Lilli Janzen
Alberta/NWT	Sarah Holland
British Columbia Chapter	George Dunne
Nova Scotia	Beth Robinson
National Capital Region	Michel Lefebvre
Career Development	Martin Reid, Serge Hall
Counsellor Educators	Marie Cardinal-Picard and Ron Lehr
Creative Arts in Counselling	Miriam Duff
Pastoral and Spiritual Care in Counselling	Miriam Duff
Private Practitioners	Lilli Janzen
School Counsellors	Trish McCracken
Social Justice	Beatrice St. Amand-Doepker

11. Certification Motions

The Certification Committee, after a great deal of research this past year, introduced the following motion.

Motion: To remain relevant and consistent with current practice standards, the certification and continuing education credit processes and requirements of CCPA be amended as follows:

Processes and Requirements

- Update course descriptions for certification every five years based on a review of calendar descriptions across Canada
- Require 150 direct client counselling hours prior to application for certification by September 1, 2013.
- Require that the Criminal Record Check also include an abuse registry check (in provinces/territories where the two lists are separated)
- Access to the fast-track certification procedure is restricted to the five year period between graduation from a CACEP Accredited program and date of application.
- Require 50 Continuing Education Credits every three years for all new members. Existing members will be required to obtain 50 Continuing Education Credits at the commencement of their next 3-year CEC cycle.
- Clarify the areas in which Continuing Education Credits may be earned.

Costs

- Pre-evaluation services to be billed at \$40.00 effective September 1, 2011.
- Certification application services to be billed at \$95.00 effective September 1, 2011.
- Continuing Education Credit fees for non-member to be billed at \$30.00 effective September 2, 2011.

**Moved by George Dunne. Seconded by Lilli Janzen.
MOTION WITHDRAWN**

- A detailed discussion was held with regard to the motion.
- The following issues/concerns were raised:

- 150 hours of direct client contact is too low, based on the current draft requirements for the regulatory college in Ontario.
- There was also concern that 150 hours was going to be a very big challenge for some programs.
- It was noted that CCPA had done a survey of current graduate programs and had found that 150 was doable. Counsellor educators agreed that 150 hours was manageable.
- Also the date for contact hour adjustment is set for September 2013 so that the universities have time to prepare for the change.
- A tiered system was suggested(e.g., Counsellor under supervision, or CCC Candidate). A chart to support a “sliding scale” approach was created to address concerns that potential applicants for CCC may have when their direct contact hours are less than the requirement.
- This would allow people to become certified while still earning the hours required.
- It was noted that we can provide notice to the universities but we do not have the power to make them change their programs.
- The cost of being supervised can be prohibitive for some graduates.
- Direct client contact hours can be a challenge to obtain in certain provinces.
- An issue regarding the criminal records check and abuse registry check was raised.
 - In some places this can take up to three months to obtain.
 - What is the impact on our members or potential members?
 - Martin Reid indicated he would send information regarding this to Lorna Martin.
 - We should add information to the website to indicate to candidates that the wait for these checks can be quite long.
- It was decided to separate the different elements of this motion and to deal with each one separately.

Motion : To update course descriptions for certification every five years based on a review of calendar descriptions across Canada.

**Moved by George Dunne. Seconded by Michel Lefebvre.
CARRIED**

Motion : To require 150 direct client counselling hours prior to application for certification by September 1, 2013.

**Moved by Lilli Janzen. Seconded by Sarah Holland.
CARRIED**

**1 NO
1 ABSTENTION**

Motion : To require that the Criminal Record Check also include an abuse registry check (in provinces/territories where the two lists are separated)

**Moved by Beth Robinson. Seconded by Deborah Wood Salter.
DEFEATED**

Motion : To require an abuse registry/vulnerable person registry check for CCC.

**Moved by Michel Lefebvre. Seconded by Trish McCracken.
CARRIED**

Motion : That access to the fast-track certification procedure is restricted to the five year period between graduation from a CACEP Accredited program and date of application for CCC.

**Moved by Beth Robinson. Seconded by Serge Hall.
CARRIED**

Motion: That Pre-evaluation services to be billed at \$40.00 effective September 1, 2011.

**Moved by George Dunne. Seconded by Erin Crossland.
CARRIED**

Motion: That Certification application services to be billed at \$95.00 effective September 1, 2011.

**Moved by Sarah Holland. Seconded by Michel Lefebvre.
CARRIED**

Motion: To require 50 Continuing Education Credits every three years for all new members. Existing members will be required to obtain 50 Continuing Education Credits at the commencement of their next 3-year CEC cycle.

Moved by Blythe Shepard. Seconded by Trish McCracken.

- A discussion was held with regard to the increase in CECs.
- The increase from 24 to 50 seemed to be quite drastic for some Directors especially given that professional development funds are being withdrawn in many areas.
- A chart related to the various CEC activities was also presented.
- Completing the chart with additional information and revising some of the credit allocation would be useful.
- Clarifying the areas in which Continuing Education Credits may be earned would be helpful.
- Board Members were encouraged to send their ideas to Blythe Shepard.
- It was noted that RCCs (in BC) are not required to have any continuing education credits.

Motion : To table the motion To require 50 Continuing Education Credits every three years for all new members. Existing members will be required to obtain 50 Continuing Education Credits at the commencement of their next 3-year CEC cycle until September 2011.

**Moved by Lilli Janzen. Seconded by Beatrice St. Amand-Doepker.
CARRIED
1 ABSTENTION**

Motion: That Continuing Education Credit fees for non-member to be billed at \$30.00 effective September 2, 2011.

Moved by Marie Cardinal-Picard. Seconded by Serge Hall.

CARRIED

- An issue has arisen in the certification policy with regard to members who want to be recertified after having let their certification lapse.

Motion: With regard to the Practicum and References to become a Canadian Certified Counsellor, in the event that the certification candidate has been without supervision for ten (10) years, at least one reference must be from a counselling-related professional in a non-compliant relationship who can attest to the candidate's abilities within the past two years.

**Moved by Martin Reid. Seconded by Serge Hall.
CARRIED**

12. Conferences

- Conference sites have been selected until 2016 as follows:
 - 2011 - Ottawa, ON
 - 2012 - Calgary, AB
 - 2013 - Halifax, NS
 - 2014 - Victoria, BC
 - 2015 - Niagara Falls (50th Anniversary of CCPA)
 - 2016 - St. John's, NFLD
- The Ottawa Conference is the end of the two year pilot in which the National Office was more heavily involved in the conference planning.
- A report with recommendations will be forthcoming after the Ottawa Conference is wrapped up.
- Recommendations cannot be implemented until Halifax (2013) as the Calgary (2012) conference planning is already in progress.

13. Board Meeting Schedule

- Lorna presented the schedule for Board Meetings.
- The Board teleconferences have been scheduled to structure the meeting times from afternoon to evening to address concerns regarding interruptions to the workday for volunteers.
- The teleconference meetings will be brief one-item meetings.
- The June, July and August teleconferences will be webinars.
 - The Ethics of Advocacy Part 1 and 2
 - Ethical Issues for Counsellors
- A link will be sent to Board Members on the date of the Board teleconference so they can view the webinars.
- The Board meeting for these months will consist of a quick check-in and then the opportunity to watch the webinar then or at a time convenient to the Board Member.
- It is anticipated that from time to time, Board Members may not be able to attend a meeting. This eventuality is one of the reasons for increasing the frequency of meetings while reducing the length of meetings.
- If a Board Member is going to miss a meeting, regrets should be sent to Barb MacCallum at bmaccallum@ccpa-accp.ca

- The meeting schedule will be revisited in October 2011.

14. Business Arising from the Executive Meeting

Australian Counselling Association (ACA)

- CCPA was presented with a plaque from ACA (Aust) which acknowledged our collegial fellowship with them.
- CCPA plans to give ACA a soapstone sculpture when we see them again.
- ACA (Aust) has invited CCPA to be a founding member of a Consortium of International Counselling and Psychotherapy associations that will include Australia, the United Kingdom, Hong Kong, New Zealand, and Malaysia.
- The initial thought is that this group, which has cultural similarities, can work together on a global service – the first one being disaster relief.
- The thought is to offer training in disaster relief for counsellors interested in this area.
- The training would be part of the pre-conference activities in the founding countries.
- CCPA will be meeting with ACA (Australia) in November 2011.
- It will also be important for our public image to be seen as an international leader.

Canadian Career Development Foundation (CCDF) Meeting

- Lorna Martin and Barb MacCallum met with Lynne Bezanson and Sareena Hopkins (Co-Executive Directors of CCDF) on May 13, 2011 as part of the CCPA commitment to meet annually to discuss mutual areas of interest.
- CCDF provided updates on their strategic direction and projects.
- It was agreed that this was a much more effective communication strategy than sitting on each other's Boards.

Regional Workshops

- As part of the professional development plan, CCPA will be hosting regional workshops this Fall in Halifax, Gatineau, Toronto, Calgary, and Vancouver.

Research Conference

- There have been discussions about holding a one day research conference.
- This conference could either be one day prior to the annual conference or a separate event held in the Fall.
- The event would be held at a university to reduce the costs.

15. Preparation for AGM

- The AGM agenda was reviewed.

16. Standing Committees

Note: The President (voting) and CEO (non-voting) are ex-officio members of all committees with the exception of the Appeals Committee.

Committee Name	Members
Executive Committee	Lorna Martin Ron Lehr Blythe Shepard Treasurer (TDB)
Appeals Committee	Lorna Martin Ron Lehr Blythe Shepard
Governance	Chair: Ron Lehr Blythe Shepard Beth Robinson Miriam Duff
Risk Management	Chair: Blythe Shepard Miriam Duff
Quality Assurance	Martin Reid Marie Cardinal-Picard Lilli Janzen Beatrice St. Amand-Doepker
Regulation and Policy (Advocacy)	Michel Lefebvre Trish McCracken
Ethics	Chair: Cristelle Audet (non-board member) George Dunne Beth Robinson Serge Hall Lynda Younghusband (non-board) Kathy Ripley (non-board) Heather White (non-board)
Awards	Sarah Holland Erin Crossland
Certification	Chair: Blythe Shepard (Interim) Deborah Wood Salter Michel Lefebvre George Dunne Beth Robinson Bill Borgen (CACEP) Nick Gazzola (CE Chapter) Monika Gal (Interim Registrar)

17. Next meeting

- The next teleconference will be on June 23, 2011 at 7:00 p.m. Ottawa time.

18. Adjournment

Motion: To adjourn the meeting.

**Moved by George Dunne. Seconded by Sarah Holland.
CARRIED**

President

Date

SUMMARY OF MOTIONS

Motion: To approve the agenda as amended.

**Moved by Michele Lefebvre. Seconded by George Dunne.
CARRIED.**

Motion: To accept the minutes of the March 31, 2011 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Miriam Duff. Seconded by Michel Lefebvre.
CARRIED.**

Motion: To receive the 2010-2011 audited financial statement as presented.

**Moved by Martin Reid. Seconded by Serge Hall.
CARRIED**

Motion: To adopt for use by CCPA the nationally validated definition and scope of practice for the counselling and psychotherapy professions as determined by the 2010 survey of counsellors and psychotherapists in Canada conducted by the Project Working Group of the National Symposium Project.

**Moved by Martin Reid. Seconded by Sarah Holland.
CARRIED
2 ABSTENTIONS
1 NO**

Motion: To increase the monetary value of the CCPA Awards to a total amount of \$5,000 dispersed across the awards program.

Moved by George Dunne. Seconded by Beth Robinson.

Motion: To increase the monetary value of the CCPA Awards to a total amount of \$5,000 per annum dispersed across the awards program.

**Moved by Martin Reid. Seconded by Miriam Duff.
CARRIED**

Motion: That CCPA establish a Chapter Support Fund, the administration and financial management guidelines for which will be developed by the Executive.

**Moved by Miriam Duff. Seconded by Trisha McCracken.
CARRIED**

Motion: To agree in principle with the proposal for services between CCPA and the Mental Health Academy for online professional development opportunities, pending further negotiations with the service provider.

Moved by Miriam Duff. Seconded by Serge Hall.

CARRIED

Motion: In the event of the loss of government funding in 2012 that CCPA contribute funds to a maximum of \$20,000 to continue the publication of the CJCP.

**Moved by Beth Robinson. Seconded by Martin Reid.
CARRIED**

Motion: To recommend to the Board that Barbara MacCallum continue in her role as Secretary for 2011-2013.

**Moved by Serge Hall. Seconded by Martin Reid.
CARRIED**

Motion: To appoint Serge Hall and Michel Lefebvre as the Francophone Consultants.

**Moved by Lilli Janzen. Seconded by Erin Crossland.
CARRIED**

Motion: To remain relevant and consistent with current practice standards, the certification and continuing education credit processes and requirements of CCPA be amended as follows:

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- Require 50 Continuing Education Credits every three years for all new members. Existing members will be required to obtain 50 Continuing Education Credits at the commencement of their next 3-year CEC cycle.
- Clarify the areas in which Continuing Education Credits may be earned.

Costs

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- Certification application services to be billed at \$95.00 effective September 1, 2011.
- Continuing Education Credit fees for non-member to be billed at \$30.00 effective September 2, 2011.

**Moved by George Dunne. Seconded by Lilli Janzen.
WITHDRAWN**

Motion : To update course descriptions for certification every five years based on a review of calendar descriptions across Canada.

**Moved by George Dunne. Seconded by Michel Lefebvre.
CARRIED**

Motion : To require 150 direct client counselling hours prior to application for certification by September 1, 2013.

Moved by Lilli Janzen. Seconded by Sarah Holland.

CARRIED

1 NO

1 ABSTENTION

Motion : To require that the Criminal Record Check also include an abuse registry check (in provinces/territories where the two lists are separated)

Moved by Beth Robinson. Seconded by Deborah Wood Salter.

DEFEATED

Motion : To require an abuse registry/vulnerable person registry check for CCC.

Moved by Michel Lefebvre. Seconded by Trish McCracken.

CARRIED

Motion : That access to the fast-track certification procedure is restricted to the five year period between graduation from a CACEP Accredited program and date of application for CCC.

Moved by Beth Robinson. Seconded by Serge Hall.

CARRIED

Motion: That Pre-evaluation services to be billed at \$40.00 effective September 1, 2011.

Moved by George Dunne. Seconded by Erin Crossland.

CARRIED

Motion: That Certification application services to be billed at \$95.00 effective September 1, 2011.

Moved by Sarah Holland. Seconded by Michel Lefebvre.

CARRIED

Motion: To require 50 Continuing Education Credits every three years for all new members. Existing members will be required to obtain 50 Continuing Education Credits at the commencement of their next 3-year CEC cycle.

Moved by Blythe Shepard. Seconded by Trish McCracken.

Motion : To table the motion To require 50 Continuing Education Credits every three years for all new members. Existing members will be required to obtain 50 Continuing Education Credits at the commencement of their next 3-year CEC cycle until September 2011.

Moved by Lilli Janzen. Seconded by Beatrice St. Amand-Doepker.

CARRIED

1 ABSTENTION

Motion: That Continuing Education Credit fees for non-member to be billed at \$30.00 effective September 2, 2011.

Moved by Marie Cardinal-Picard. Seconded by Serge Hall.

CARRIED

Motion: With regard to the Practicum and References to become a Canadian Certified Counsellor, in the event that the certification candidate has been without supervision for ten (10) years, at least one reference must be from a counselling-related professional in a non-compliant relationship who can attest to the candidate's abilities within the past two years.

**Moved by Martin Reid. Seconded by Serge Hall.
CARRIED**

Motion: To adjourn the meeting.

**Moved by George Dunne. Seconded by Sarah Holland.
CARRIED**

SUMMARY OF TASKS

Task No.	Reference No.	Task	Date	Responsibility
1	6	Develop criteria for Chapter Support Fund	September 2011	Executive
2	6	Contact with Mental Health Academy to determine next steps	ASAP	CEO
3	6	Contact Robinder Bedi for his presentation	ASAP	CEO
4	6	Determine Heritage Canada provides any funding applicable to the CJCP	ASAP	CEO
5	8	Appoint Treasurer	June 23, 2011	Board
6	10	Liaison Contact with Chapter Presidents	ASAP	Board
7	11	Implement new fees	September 2011	National Office
8	11	Clarify CEC Chart	September 2011	Certification Committee
9	11	Revisit Motion to increase CECs to 50 hours per 3 years	September 2011	Board
10	12	Conference Pilot Report	September 2011	CEO