

**CCPA Board Meeting
December 15, 2011
Teleconference
13:00-13:40 (EST)**

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

Regrets: Martin Reid, Miriam Duff, Beth Robinson

Welcome

- Lorna welcomed everyone and thanked them for attending the meeting.
- She also conveyed Season's Greetings to the Board.

Agenda

1. Approval of Agenda
2. Acceptance of the November 19-20, 2011 Minutes
3. Conflict of Interest
4. Counsellor Educators Constitution and By-Laws
5. IAEVG Conference in Quebec City in June 2014
6. Continuing Education Credit Project
7. Research Article Award Chairperson Search
8. Next Meeting
9. Adjournment

1. Approval of the Agenda

- Research Article Award Chairperson Search was added to the agenda.

Motion: To approve the agenda as amended.

**Moved by Trish McCracken. Seconded by Erin Crossland.
CARRIED.**

2. Acceptance of Minutes

- Beatrice St. Amand-Doepker should be added to the Career Counsellor Project.

Motion: To accept the minutes of the November 19-20, 2011 meeting as amended as accurately reflecting the discussions and decisions of the Board.

**Moved by Michel Lefebvre. Seconded by Serge Hall.
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 Marie Cardinal-Picard who may have a conflict regarding item 5 on the agenda.

4. Chapter Educators Constitution and By-Laws

Background

- At the November 19-20, 2011 Board Meeting the following was minuted:
 - Amendments to the Constitution and By-Laws of the Counsellor Educators Chapter were passed at the Annual General Meeting of the Chapter held in May, 2011 in conjunction with the CCPA Annual Conference in Ottawa. The by-laws and any amendments must be approved by the CCPA Board of Directors.
 - The Board requested that the Counsellor Educators Chapter By-laws be returned to the Chapter.
 - The Chapter will be requested to align their sections 3.1, 3.2, 3.3 with sections 1.1.1.2 and 1.1.2.1 of the CCPA by-laws.
 - Classes of membership in Chapters are impossible for the National Office to manage without significant and costly changes to the database.
 - The Chapter will have to monitor the non-voting aspects of members.
 - There is a request to remove the mention of voting from Section 3.
 - There is also a request to revise Section 5 to describe voting in the Chapter.

***Motion:** To return to the Executive of the Counsellor Educators Chapter the May 2011 Constitution and By-Laws of the Counsellor Educators Chapter and to request the changes suggested. The Constitution and By-Laws may be submitted at a subsequent Board meeting.*

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

- The Counsellor Educators made the recommended changes.
- The revised version of the Counsellor Educators Constitution and By-Laws have been circulated for the Board's review prior to the December 2011 motion.

Motion: To accept the revised Counsellor Educators By-Laws as presented.

**Moved by Erin Crossland. Seconded by Beatrice St. Amand-Doepker.
CARRIED.**

5. IAEVG Conference in Quebec City in 2014.

Background

- Laurent Matte, President of l'Ordre des conseillers et conseillères d'orientation du Québec (OCCOQ) has successfully bid for the IAEVG Conference in June 2014. M. Matte's original request to CCPA's President was to ascertain whether or not CCPA would be interested in co-hosting the event/joining the National Conference to the IAEVG event.
- Laurent Matte and Lorna Martin held a lengthy, collegial discussion:
 - The 2014 Conference site for CCPA has been secured in Victoria, BC;
 - A potential IAC/CCPA collaboration for the 2014 Conference is underway;

- The International Association for Educational and Vocational Guidance Conference has a stellar reputation and will be of great interest to many of CCPA's members, especially researchers, career counsellors, and Francophone members;
- The IAEVG Conference occurs immediately following the closing ceremonies of the CCPA National Conference;
- There is combined goodwill to find ways to support each other's conferences, knowing that some members will need to choose to attend one conference or the other.
- Partnering and/or sponsoring an international conference in Canada is important.
- Partnering and/or sponsoring an event in which Francophone members will be at the forefront is important.
- Lorna Martin informed Laurent Matte that she would continue to work with him to find ways to be as supportive as possible to the 2014 event. M. Matte agreed that he too, would continue to find ways to support the CCPA Conference.

Discussion

- No financial request for support has been made at this time.
- The Board may wish to contribute financially.
- This decision can be revisited at a later time.

Motion: To support the IAEVG Conference in Quebec City in June 2014 through a variety of strategies such as sponsorship, advertising, submission of papers, and greetings from the President.

Moved by Erin Crossland. Seconded by Serge Hall.

CARRIED

1 ABSTENTION

6. Continuing Education Credit Project

Background

- At the May 15-16, 2011 Board Meeting the following was minuted:

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*

- At the November 19-20, 2011 Board Meeting the following was minuted:

CCPA Continuing Education Credits

- The Mental Health Academy product which CCPA is considering and which has been approved by ACA, NBCC and is currently under review by APA will assist members in obtaining their credits.

Motion: CEC requirements are based on a three-year cycle. Commencing September 2012, all new CCPA members are required to obtain 36 Continuing Education Credits every three years. For existing members, the 36 CEC requirement will be instituted at the commencement of their next 3-year CEC cycle to allow for preparation and educational planning.

*Moved by Blythe Shepard. Seconded by Ron Lehr.
CARRIED.*

Discussion

- MHA has indicated to CCPA that they are interested in filming francophone speakers and have asked CCPA for suggestions.
- MHA indicated that they would come to our conference and film the francophone speakers who were willing to be filmed.
- This activity is not in the written contract but it is definitely a verbal agreement that was made.
- The revenue goes directly to MHA. They then distribute a rebate to CCPA based on volume of members using the service.
- Currently CCPA has a guest access to the MHA material. It is not known when this will be shut down.
- It is possible that CCPA will have to lower the cost of its webinars.
- MHA makes their profit based on volume.

Motion: To increase the availability and breadth of continuing education credits for CCPA members by negotiating an agreement with the Mental Health Academy, based on their original proposal for online professional development services for CCPA members.

**Moved by Marie Cardinal-Picard. Seconded by Sarah Holland.
CARRIED**

7. Research Article Award Chairperson Search

- The awards committee is having difficulty finding a chair for the Research Article Award.
- Typically this would be adjudicated by a Counsellor Educator.
- The committee chairs were given the names of three individuals to approach.

8. Next Meeting

- The next meeting will be held by teleconference and will be on January 19, 2012 at 19:00.

9. Adjournment

Motion: To adjourn the meeting.

**Moved by Trish McCracken. Seconded by George Dunne.
CARRIED**

President

Date

SUMMARY OF MOTIONS

Motion: To approve the agenda as amended.

**Moved by Trish McCracken. Seconded by Erin Crossland.
CARRIED.**

Motion: To accept the minutes of the November 19-20, 2011 meeting as amended as accurately reflecting the discussions and decisions of the Board.

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

Motion: To accept the revised Counsellor Educators By-Laws as presented.

**Moved by Erin Crossland. Seconded by Beatrice St. Amand-Doepker.
CARRIED.**

Motion: To support the IAEVG Conference in Quebec City in June 2014 through a variety of strategies such as sponsorship, advertising, submission of papers, and greetings from the President.

**Moved by Erin Crossland. Seconded by Serge Hall.
CARRIED**

1 ABSTENTION

Motion: To increase the availability and breadth of continuing education credits for CCPA members by negotiating an agreement with the Mental Health Academy, based on their original proposal for online professional development services for CCPA members.

**Moved by Marie Cardinal-Picard. Seconded by Sarah Holland.
CARRIED**

Motion: To adjourn the meeting.

**Moved by Trish McCracken. Seconded by George Dunne.
CARRIED**

SUMMARY OF TASKS

Task No.	Reference No.	Task	Date	Responsibility
1	6	Confirm with MHA the decision of the Board and to ascertain next steps in contracting with them for CECs.	ASAP	CEO