

**CCPA Board Meeting
February 16, 2012
Teleconference
13:00-13:50 (EST)**

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

Regrets: Martin Reid, Ron Lehr, George Dunne, Sara Holland

Welcome

- Lorna welcomed everyone and thanked them for attending the meeting.

Agenda

1. Approval of Agenda
2. Acceptance of the December 15, 2011 Minutes
3. Conflict of Interest
4. Ratification of the Motion to approve the 2012-2013 Budget
5. Ratification of the Motion to approve the Nova Scotia Chapter Constitution and By-Laws
6. CCPA Northern Initiative
7. Awards
8. Committee Updates
9. Reminders
10. Next Meeting
11. Adjournment

1. Approval of the Agenda

Motion: To approve the agenda as presented.

**Moved by Serge Hall. Seconded by Lilli Janzen.
CARRIED.**

2. Acceptance of Minutes

Motion: To accept the minutes of the December 15, 2011 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Trish McCracken. 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 with the exception of Beth Robinson who declared a conflict regarding item 5 on the agenda.

4. Ratification of the Motion to approve the Budget

- The draft budget was transmitted to Board members for review and comment on November 29, 2011.
- The vote on the budget was to occur at the January 19, 2012 Board meeting.
- The meeting did not have quorum, resulting in an electronic voting procedure.
- The results of the electronic vote caused the motion to approve the 2012-2013 budget to pass.
- At this point, the Board is ratifying that electronic vote.

Motion: To ratify the electronic vote which approved the 2012-2013 budget.

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

5. Ratification of the Motion to approve the Nova Scotia Chapter Constitution/Bylaws

- The Nova Scotia Chapter constitution and bylaws were transmitted to Board members for review and comment on January 9, 2012.
- The vote on the constitution and bylaws was to occur at January 19, 2012 Board meeting.
- The meeting did not have quorum, resulting in an electronic voting procedure.
- The results of the electronic vote caused the motion to approve the Nova Scotia Chapter Constitution/Bylaws to pass.
- At this point, the Board is ratifying that electronic vote.

Motion: To ratify the electronic vote which approved Nova Scotia Chapter Constitution and By-Laws.

**Moved by Marie Cardinal-Picard. Seconded by Deborah Wood Salter.
CARRIED.**

6. CCPA Northern Initiative

- **Activity:** The Northern Initiative subcommittee conducted preliminary outreach by teleconference, email and phone calls in the fall of 2011 and reported on its activities to the Board at the November 2011 meeting.
- The potential for further outreach was clear however, additional financial support would be necessary to cover costs.
- Enquiry has been made to other directors with northern and remote regions regarding their support and participation in outreach activities.
- Support has been received from Ontario and Saskatchewan at time of writing.
- **Needs:** Specifically, the subcommittee identified Northern and remote members' expressed needs to include: access to journals and current literature, professional development opportunities, consultative supervision (example: online case conferencing via webinar), peer support and networking.
- **Proposed Strategies:** To address these needs, which the subcommittee intends to explore with northern and remote members, include:

- Developing point people (who are CCPA members) in various remote regions across Canada, to extend the reach of CCPA outreach efforts and organize teleconference groups on the ground to connect with subcommittee members in the South.
- Organizing teleconferences and webinars of relevance to Northern practitioners.
- Creating a Northern and remote presence on the CCPA Forum through a devoted discussion thread.
- To explore data base resources available through CCPA webpage links and Northern educational facilities.
- To investigate the possibility of co-supervision for interested members using a webinar format.

- **Summary:** The subcommittee proposes to pursue these efforts as a pilot with the funds granted by the Board (see motion below). The sub-committee will provide a progress report to the Board at the November 2012 meeting.

- It should be noted that the \$1,000 is a cap.

Motion: To support the outreach efforts of CCPA’s Northern Initiative subcommittee and collaborating directors, the board allots financial support for teleconference calls and related outreach activities not to exceed the amount of \$1,000. This effort to be revisited at the November 2012 Board Meeting, with an activity update from the subcommittee.

Moved by Miriam Duff. Seconded by Trish McCracken.
CARRIED.

7. Awards

- The Executive Committee is proposing a new discretionary award for CCPA, designed to honour champions of the counselling and psychotherapy profession and draw media attention to the profession and the Association in so doing.

Description:

- 1) Professional Champion Award (discretionary – Presidential nomination):
 - a. Recipients such as Stephen Lewis, Paul Martin, Martin Brokenleg
 - b. Criterai:
 - i. national or international stage
 - ii. publishes, speaks, or advocates on behalf of the positive attributes of the counselling and psychotherapy profession
 - iii. may have delivered an address at a CCPA or other highly visible counselling or psychotherapy-related conference
 - iv. stellar reputation over time that shows consistent advocacy for the profession

TITLE	The CCPA Professional Champion Award
PURPOSE	To honour champions of the counselling and psychotherapy profession.
AMOUNT OF AWARD	prize

ELIGIBILITY	<p>The recipient</p> <ul style="list-style-type: none"> - may or may not be a counsellor or psychotherapist - may or may not be a CCPA member - must hold a national or international stage - must publish, speak and advocate on behalf of the counselling and psychotherapy profession either directly or indirectly through social justice, humanitarian, or other related actions that advance the importance of mental health and wellness in populations. - may have delivered an address at a CCPA or other highly visible Counselling-related Conference, humanitarian-focused conference, or social justice forum - has a stellar reputation over more than 5 years that shows consistent advocacy for the profession
NOMINATION PROCESS	<ol style="list-style-type: none"> 1) President initiates nomination process. 2) Executive discussion and consensus process focused on whether a nominee will be selected for the current year, and if so, potential nominee for the given year. The President takes responsibility for researching and submitting the application form for the potential recipient. 3) President submits nominee details related to each criterion for the consideration of the Executive Committee. 4) Executive members vote on nominee to be honoured in a specific year. 5) If consensus is reached in the Executive Committee, the approved nominee's name and history, based on the award criteria, is presented to the Board for endorsement. 6) A 2/3 endorsement of the Board is required for the nominee to be honoured in a given year.
ASSESSMENT GUIDELINES	<p>Nomination based on nominee's achievement of eligibility guidelines Executive consensus required Board 2/3 endorsement required</p>

- Stephen Lewis is nominated as the first recipient of the President's Award: Professional Champion.
- The following changes/comments were suggested:
 - All professions are considered and this seems very broad.
 - "must hold a national or international stage" should be changed to "must have a presence on the national or international stage".
 - "has a stellar reputation over more than 5 years that shows consistent advocacy for the profession" should change to "has a stellar reputation over more than 5 years that shows consistent advocacy for the profession and for increased access for those who seek service."
 - "may have delivered an address at a CCPA or other highly visible Counselling-related Conference, humanitarian-focused conference, or social justice forum" should change to "may have delivered an address at a CCPA or other highly visible Counselling or Psychotherapy-related Conference, humanitarian-focused conference, or social justice forum"

Motion: To approve the creation of the CCPA Professional Champion Award with the amendments as noted.

**Moved by Lilli Janzen. Seconded by Beatrice St.-Amand Deopker.
CARRIED.**

- The Board will consider the nomination of Stephen Lewis as the first recipient and will vote at the March 2012 Board meeting.

Professional Contribution Award

Motion: To approve Jan Stewart as the 2012 recipient of the Professional Contribution Award.

**Moved by Erin Crossland. Seconded by Miriam Duff.
CARRIED.**

8. Committee Updates

- Lorna noted that the information regarding Committee action plans as documented in the November 2011 minutes was distributed to the Board.
- Board members are to review committee work thus far and oral reports should be prepared for the March 2012 meeting.

9. Reminders

- Board members are reminded to register for the 2012 Conference and to book their flights for the May 2012 Board meeting.
- Lilli, Barb and Lorna to discuss specific Quebec regulatory matters after the Board meeting.
- Letter regarding Ontario Corporations will be sent out as soon as CCPA's lawyer has approved the content.

10. Next Meeting

- The next meeting will be held by teleconference and will be on March 15, 2012 at 19:00.

11. Adjournment

Motion: To adjourn the meeting.

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

President

Date

SUMMARY OF MOTIONS

Motion: To approve the agenda as presented.

**Moved by Serge Hall. Seconded by Lilli Janzen.
CARRIED.**

Motion: To accept the minutes of the December 15, 2011 meeting as amended as accurately reflecting the discussions and decisions of the Board.

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

Motion: To ratify the electronic vote which approved the 2012-2013 budget.

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

Motion: To ratify the electronic vote which approved Nova Scotia Chapter Constitution and By-Laws.

**Moved by Marie Cardinal-Picard. Seconded by Deborah Wood Salter.
CARRIED.
1 ABSTENTION**

Motion: To support the outreach efforts of CCPA's Northern Initiative subcommittee and collaborating directors, the board allots financial support for teleconference calls and related outreach activities not to exceed the amount of \$1,000. This effort to be revisited at the November 2012 Board Meeting, with an activity update from the subcommittee.

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

Motion: To approve the creation of the CCPA Professional Champion Award with the amendments as noted.

**Moved by Lilli Janzen. Seconded by Beatrice St.-Amand Deopker.
CARRIED.**

Motion: To approve Jan Stewart as the 2012 recipient of the Professional Contribution Award.

**Moved by Erin Crossland. Seconded by Miriam Duff.
CARRIED.**

Motion: To adjourn the meeting.

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

SUMMARY OF TASKS

Task No.	Reference No.	Task	Date	Responsibility
1	8	Review Committee Work	Board	March 15, 2012
2	7	Review information on Stephen Lewis	Board	March 15, 2012