

**CCPA Board Meeting
July 19, 2012
Teleconference
19:00-20:00 (EDT)**

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

Regrets: Michel Lefebvre, Erin Crossland, Sara Holland, Martin Reid, George Dunne

Welcome

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

Agenda

1. Approval of Agenda
2. Acceptance of the May 22-23, 2012 Minutes
3. Conflict of Interest
4. New Business
5. Information Items
6. Chapter Brochures
7. Council of Provincial Associations
8. Chapter By-Law Revisions
9. Committee Updates
10. Reminders
11. Next Meeting
12. Adjournment

1. Approval of the Agenda

Motion: To approve the agenda as amended.

**Moved by Ron Lehr. Seconded by Miriam Duff.
CARRIED.**

2. Acceptance of Minutes

Motion: To accept the minutes of the May 22-23, 2012 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Deborah Wood Salter. 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.

4. New Business

Motion: The Board of Directors of the Canadian Counselling and Psychotherapy Association wishes to congratulate CCPA President Lorna Martin on the successful completion of her Ph.D. program.

**Moved by Miriam Duff. Seconded by Ron Lehr.
CARRIED.**

5. Information Items

Online Certification System

- The link to the Online Certification system was circulated to the Executive.
- There were no significant modifications required.
- Site was launched July 5, 2012.
- There is no additional information to report.

SSHRC

- The Attendance at Scholarly meetings grant from SSHRC (\$3,250) has been discontinued.
- Each year CCPA used \$1,000 from this grant to fund the CCPA Student Travel Award.
- It was noted that the Awards Committee is working at completing its review of the CCPA Awards schedule and will be including a recommendation with regard to Travel Awards including the Student Travel Awards which have been affected by the SSHRC decision.

CCPA Governance/Corporation Act

- The CCPA Executive Committee will meet on August 28-29, 2012 to review the changes required to the CCPA By-Laws due to the newly proclaimed Not-for-Profit Corporations Act.
- Once the review has been completed the suggested changes will go to the Governance Committee for review.
- The revised By-Laws will then go to the Board of Directors for final approval.

6. Chapter Brochures

- In 2011 the Chapters were invited to create a pamphlet to advertise their Chapter.
- The design of the pamphlet was based on the CCPA brochure.
- CCPA National Office agreed to pay for the translation, formatting and printing of the pamphlet.
- Some Chapters have requested that their pamphlet be placed in new member kits.
- National Office has determined that this will not increase the weight sufficiently to boost postage to the next level.
- This will however use up the pamphlets more quickly than anticipated.
- Some Chapters have asked if a second print run would be at the cost of National Office or from their Chapter funds.
- After discussion it was determined that a sliding scale of financial support might be the most prudent plan.
- The Executive recommends that the second print run be shared 50-50 and that subsequent print runs would be shared 75-25 where 75% of the costs would be paid by the Chapter.
- The brochures cost approximately \$500 for 1,000 brochures.
- There was concern expressed with regard to the smaller Chapters which may not have the resources to print additional brochures.

Motion: That the Chapter Brochure printing costs for each 1,000 brochures be shared as follows: the first print run cost is borne by National Office, the second print run cost is shared equally between National Office and the Chapter and the third and subsequent print run costs are shared at 75% Chapter responsibility and 25% National Office responsibility.

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

7. Council of Provincial Associations

- Developing strong ties at the provincial level will make CCPA a stronger national association.
- PEI, NB and BC have been invited to a meeting to be held on September 29, 2012 related to future regulatory matters in their provinces.
- This will be an opportunity to determine their interest in a Council.
- ON, NS, and QC will also be meeting with PEI, NB and BC and this will be another venue in which this matter can be discussed.
- In order to have an active Council, there should be one activity around which the group can unite.
- The development of a Public Service Announcement might be a viable project.
- It was suggested that Tripwire may be able to assist in determining the cost of such an announcement.
- In order to begin the process of forming a Council, CCPA could host a teleconference of all interested provincial associations.
- As more information becomes available it will be reported to the Board.

8. Chapter By-Laws

NCR Chapter By-Laws

- The NCR Chapter has submitted revised by-laws for approval by the Board of Directors.
- The Executive Committee is recommending the following changes to the NCR By-Laws in addition to those submitted by the Chapter.
 - a change to clause 6.8.1 to add “or designate”.
 - The removal of the reference to St. Paul’s University in clause 6.8.3.1.

Motion: To accept the 2012 revision of the NCR Chapter By-Laws as amended.

**Moved by Marie Cardinal-Picard. Seconded by Ron Lehr.
CARRIED.**

Career Development Chapter By-Laws

- The Career Development Chapter has submitted revised by-laws for approval by the Board of Directors.
- The name of the Chapter is being changed to the Career Counselling Chapter.
- The Chapter did poll their members and there was no resistance to this name change.
- It was also noted that there may be duplication in 5.3 and 5.4 of the revised by-laws. In several articles of the by-laws, career development is mentioned. The Board additionally recommends that the Chapter review the wording of articles in which “career development” occurs to ensure that their meaning is not contradictory to the new Chapter name. These notations will be provided to the Chapter when they are notified of the Board’s decision.

Motion: To accept the 2012 revision of the Career Development Chapter By-Laws as amended.

**Moved by Lilli Janzen. Seconded by Beth Robinson.
CARRIED.**

9. Committee Update

Awards Committee

- Lorna Martin reported on behalf of the committee that work continues on completing the criteria and evaluation rubrics for the awards.
- The Awards Committee hopes to bring its report to the Board in August 2012.

Certification Committee

- Blythe report that a sub-committee has been working on the CEC review.
- A report should be ready by July 20, 2012.
- A face-to-face Certification Committee meeting will be held on November 19, 2012.
- Blythe will develop a backgrounder for the Board.
- She hopes to complete this backgrounder in August 2012.
- The backgrounder will outline the various issues that will be discussed at the meeting in November 2012.

Northern Initiative

- A very successful teleconference was held in June 2012.
- Miriam reported that volunteers have been identified to be contacts in each region.
- The theme for a webinar has been identified, a speaker has been contacted and discussions have occurred with National Office.

Regulations

- Trish reported that the Transitional Council in Ontario has started testing its Portfolio system which will be one tool used for grandparenting practitioners into the College of Registered Psychotherapists and Registered Mental Health Therapists.
- Barb noted that the Alliance attended a meeting with the Assistant Deputy Minister of Health and Long-term Care on July 12, 2012. At that meeting it was announced that further information regarding the Registered Mental Health Therapist title would be forthcoming the first week in September.
- In Quebec, the scopes of practice related to Bill 21 have been proclaimed. They will come into force on September 20, 2012.
- Lilli and Marie will develop a statement to be sent to members in Quebec regarding this latest piece of news.

Governance

- Ron Lehr spoke with Bill Thomas (Acting Chair of the Aboriginal Circle) about the motion regarding Aboriginal Representation.
- Bill will be consulting with the Aboriginal Circle membership during their next conference call.

Risk Management

- A report will be available for the November 2012 CCPA Board of Directors meeting.

10. Reminders

- There currently is an Air Canada seat sale so Board members who know their travel plans for November may wish to book their flights through Veronica Legg prior to July 30, 2012.
- Board Nominations are due on December 15, 2012.
- Board members who will be moving into their second two year term, are required to complete the nomination paperwork.

11. Next Meeting

- The next meeting will be held by teleconference and will be on August 16, 2012 at 19:00. (EDT)

12. Adjournment

Motion: To adjourn the meeting.

**Moved by Trish McCracken. Seconded by Ron Lehr.
CARRIED**

President

Date

SUMMARY OF MOTIONS

Motion: To approve the agenda as amended.

**Moved by Ron Lehr. Seconded by Miriam Duff.
CARRIED.**

Motion: To accept the minutes of the May 22-23, 2012 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Deborah Wood Salter. Seconded by Serge Hall.
CARRIED.**

Motion: The Board of Directors of the Canadian Counselling and Psychotherapy Association wishes to congratulate CCPA President Lorna Martin on the successful completion of her Ph.D. program.

Moved by Miriam Duff. Seconded by Ron Lehr.

Motion: That the Chapter Brochure printing costs for each 1,000 brochures will be shared as follows: the first print run cost is borne by National Office, the second print run cost is shared equally between National Office and the Chapter and the third and subsequent print run costs are shared at 75% Chapter responsibility and 25% National Office responsibility.

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

Motion: To accept the 2012 revision of the NCR Chapter By-Laws as amended.

**Moved by Marie Cardinal-Picard. Seconded by Ron Lehr.
CARRIED.**

Motion: To accept the 2012 revision of the Career Development Chapter By-Laws as amended.

**Moved by Lilli Janzen. Seconded by Beth Robinson.
CARRIED.**

Motion: To adjourn the meeting.

**Moved by Trish McCracken. Seconded by Ron Lehr.
CARRIED**

SUMMARY OF TASKS

Task No.	Reference No.	Task	Date	Responsibility
1	6	Inform Chapters about the brochure printing policy.	September 2012 Conference Call	National Office
2	8	Inform NCR and Career Development Chapter of the approval of their by-laws.	ASAP	National Office
3	9	Develop backgrounder regarding Certification issues for Board	August 2012	Blythe Shepard
4	9	Develop communique to be sent to Quebec members regarding the most recent news related to Bill 21.	ASAP	Lilli Janzen and Marie Cardinal-Picard
5	10	Complete nomination paperwork	December 15, 2012	Board Members