

**CCPA Board Meeting
August 16, 2012
Teleconference
19:00-20:00 (EDT)**

Present: Lorna Martin (Chair), Ron Lehr, Lilli Janzen, Serge Hall, Marie Cardinal-Picard, Miriam Duff, Beth Robinson, Blythe Shepard, Erin Crossland, Sara Holland, George Dunne, Barbara MacCallum (Secretary)

Regrets: Trish McCracken, Deborah Wood Salter,

Absent: Michel Lefebvre, Beatrice St. Amand-Doepker, Martin Reid

Welcome

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

Agenda

1. Approval of Agenda
2. Acceptance of the July 19, 2012 Minutes
3. Conflict of Interest
4. Information Items
5. Ontario Alliance of Mental Health Practitioners
6. Travel Awards
7. Continuing Education Credits
8. Communication Tools
9. Next Meeting
10. Adjournment

1. Approval of the Agenda

Motion: To approve the agenda as presented.

**Moved by Ron Lehr. Seconded by Sara Holland.
CARRIED.**

2. Acceptance of Minutes

Motion: To accept the minutes of the July 19, 2012 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Serge Hall . Seconded by Beth Robinson.
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. Information Items

- Miriam Duff successfully defended her Master's thesis today.

Motion: The Board of Directors of the Canadian Counselling and Psychotherapy Association wishes to congratulate Manitoba Director Miriam Duff on the successful completion of her Master's program.

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

5. Ontario Alliance of Mental Health Practitioners

- In May 2012, two member associations of the Ontario Coalition of Mental Health Professionals resigned from the Coalition and also demanded that the remaining Coalition organizations refrain from using the Coalition name.
- The remaining organizations have met, have agreed to continue working together under the name of the Ontario Alliance of Mental Health Practitioners, and have scheduled their first AGM for September 22, 2012.
- In order to remain part of the Alliance CCPA must pay membership fees of \$4,644.00.
- This is the annual fee for the period from June 1, 2012 to May 31, 2013. The fee is due on August 31, 2012. This is the same fee that we regularly paid to the Coalition annually.

Motion: That CCPA provide the \$4,644.00 annual membership fee to the Ontario Alliance of Mental Health Practitioners.

**Moved by George Dunne. Seconded by Miriam Duff.
CARRIED.**

6. Travel Awards

- The Awards Committee has been working on updating the awards programme for CCPA and has made adjustments to the travel awards package that is available to our members to encourage increased participation at the annual conference. (See Appendix A).
- The awards under discussion were the two existing student travel awards and two new travel awards that were open to any member who could meet the criteria.
- There was discussion about whether the number of awards should be increased from 4 to possibly 10 or more and the financial impact of that increase.
- Further information was requested from the Awards Committee.

Motion: To accept the new travel awards in principle pending further information from the Awards Committee by the end of August 2012.

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

7. Continuing Education Credits

- In September, 2012, the required number of continuing education credits for CCC will be raised to 36 (previous motion of previous Board of Directors).
- A Committee, chaired by Blythe Shepard, has been working for over a year, on updating the chart of eligible continuing education credits in preparation for this change in requirements (See Appendix B).
- Blythe and the Committee have done an enormous amount of work to refine the definition of the various CEC activities and to assign various credit values to these activities.

- There has also been work done to categorize CECs and potentially cap the number of CECs that a member can earn in each area in the future.

Motion: That CCPA adopt the new table of eligible CECs for use commencing September, 2012.

**Moved by Erin Crossland. Seconded by Ron Lehr.
CARRIED.**

Motion: To thank Blythe Shepard and the Certification Committee members that she has worked with on this project for the difficult and complex work that they have done on this task.

**Moved by Ron Lehr. Seconded by Lilli Janzen.
CARRIED.**

8. Communication Tools

- Research studies are indicating that social media tools are more effective when everyone in an organization uses them not just the “communications person”.
- In November 2012, Nicole Maurice (CCPA, Office Manager), will present various social media tools to the Board and describe their uses.
- The National Office will also determine if there is a way for the current CCPA Forum to send a daily digest to users.
- The Governance Committee will consider any adjustments that may be needed to policies and procedures regarding the Directors’ use of social media.

9. Next Meeting

- The next meeting will be held by teleconference and will be on September 20, 2012 at 13:00. (EDT)

10. Adjournment

Motion: To adjourn the meeting.

**Moved by George Dunne. Seconded by Miriam Duff.
CARRIED**

President

Date

APPENDIX A

Award 1:

TITLE	CCPA Conference: Student Travel Grant
PURPOSE	Two \$500 awards to students in support of their attendance at the CCPA annual conference. Both awards recipients must attend the full conference.
AMOUNT OF AWARD	\$500 (to two students)
ELIGIBILITY	Applicants must be CCPA Student Members currently enrolled as students in a counselling program.
NOMINATION PROCESS	Applicants are required to provide a current CV and a covering letter addressing the following points: <ul style="list-style-type: none"> • Current and past involvement with CCPA (include your CCPA Student Membership number) • Current program of studies, areas of interest, research plan • Confirmation of desire and plan to attend next CCPA Annual Conference • Contact information including E-mail address NOTE: Successful applicants will be introduced at the conference.
ASSESSMENT GUIDELINES	Deadline: Applications must be received at the CCPA National Office on or before December 15. Review Process: A CCPA panel will review applications. Criteria for evaluation will include merit of individual applications as well as regional distribution of awards where possible. CCPA will notify successful and unsuccessful applicants immediately upon completion of the review.

Criteria	The CCPA Conference Student Travel Grant (\$500 x2)					
	0	1	2	3	4	5
Enrolled as a student in a counselling program	Criterion not met					Criterion Met
Plan to attend upcoming Conference	Criterion not met					Criterion Met
Evidence of area of interest and research plan	Criterion not met	General area of interest; no research plan	Specific area of interest no research plan	Specific area of interest; general research plan	Specific area of interest; preliminary research plan	Specific area of interest; specific research plan
Indicates current or past involvement with the CCPA	Criterion not met	Limited involvement	Partial involvement	Substantial involvement	Heavily involved (e.g., attendance at several conferences / workshop / meetings)	Contributing member to CCPA activities (e.g., student rep, contributing member to a chapter)
TOTAL						

Review Process: A CCPA panel will review applications. Criteria for evaluation will include merit of individual applications as well as regional distribution of awards where possible.

Award 2:

TITLE	CCPA Travel Grant
PURPOSE	To support a CCPA member in their attendance at the CCPA annual conference. Award recipient must attend the full conference.
AMOUNT OF AWARD	\$500 (x2)
ELIGIBILITY	Applicant must be a CCPA Members in good standing
NOMINATION PROCESS	Applicants are required to provide a current CV and a covering letter addressing the following points: <ul style="list-style-type: none"> • Current and past involvement with CCPA (include your CCPA Membership number) • Current area of work or practice in the Counselling field • Confirmation of desire and plan to attend next CCPA Annual Conference • Evidence of geographic distance / logistical complexity that makes Conference attendance difficult • Contact information including e-mail address
ASSESSMENT GUIDELINES	A CCPA panel will review applications. Criteria for evaluation will include merit of individual applications as well as regional distribution of awards where possible.

Criteria	The CCPA Conference Travel Grant (\$500 x2)					
	0	1	2	3	4	5
A member in good standing of CCPA	Criterion not met					Criterion Met
Plan to attend upcoming Conference	Criterion not met					Criterion Met
Evidence of geographic distance and/or logistical complexity to attend Conference	Criterion not met	Geographic distance OR travel logistics problematic	Geographic distance AND travel logistics problematic	Geographic distance and travel logistics difficult	Geographic distance and travel logistics complex	Geographic distance and travel logistics complex and extensive
Indicates current or past involvement with the CCPA	Criterion not met	Limited involvement	Partial involvement	Substantial involvement	Heavily involved (e.g., attendance at several conferences / workshop / meetings)	Contributing member to CCPA activities (e.g., contributing member to a chapter)
TOTAL						

Review Process: A CCPA panel will review applications. Criteria for evaluation will include merit of individual applications as well as regional distribution of awards where possible.

APPENDIX B

CCPA and Professional Development

CCPA strongly endorses ongoing professional development for all members and promotes the pursuit of learning opportunities that foster both breadth and depth of knowledge acquisition and competency development. Breadth would include training that moves the counsellor beyond his or her current areas of competency into new learning activities, for example, learning a new therapeutic intervention. Depth would mean maintaining currency of knowledge regarding best practices in the counsellor's service area and developing skills and knowledge to a more advanced level. Therefore, it is expected that counsellors would choose to engage in professional development that reaches beyond their current workplace activities.

The Professional Development Activity Record is intended to capture the variety of activities that counsellors engage in and that CCPA considers eligible for credit. Applicants are not expected to have representation in all professional development categories; however, the table may be instrumental to counsellors in self-reflection upon professional development activities that have been undertaken and offer a point of reference for future development.

Those members who are **Canadian Certified Counsellors (CCCs) are required to accrue a minimum of 36 Continuing Education Credits (CECs) specifically related to counselling and/or psychotherapy over the course of each three-year certification period and to provide documentation of engagement in these professional development activities.** A well-rounded professional will record a variety of Learning Activities and Professional Contributions.

Counselling-related and psychotherapy-related continuing education opportunities are diverse. For example, training in Somatic Experiencing and Hakomi are recognized approaches to therapy for clients and are clearly counselling-related. Other areas of training, such as Reiki and meditation may be related to counselling or psychotherapy if the therapist uses these methodologies in conjunction with established counselling and psychotherapy approaches. In some cases, the direct linkage is explicit in the training session outline, and the training may be used for credit toward upgrading/training. In other cases, the session more accurately is described as devoted to personal wellness and mindfulness, and then the training may be more suited for credit toward personal insight/self-study.

CCPA Continuing Education Credits Definition of Terms

Term	Definition
Learning Activities	
Personal insight/self-study	<ul style="list-style-type: none"> Engagement in activities focused in enhancing self-awareness, self-understanding, and insight
Independent study	<ul style="list-style-type: none"> Engagement in self-directed, professional reading and/or research
Peer study	<ul style="list-style-type: none"> Participation in regularly scheduled, collaborative, peer learning activities such as peer supervision, peer study groups, professional learning communities May be done in-person, or via teleconference, Skype, online etc.
Receiving post-graduate supervision	<ul style="list-style-type: none"> Participation in regularly scheduled, formally structured, post-graduate supervision with a qualified supervisor (see http://www.ccpa-accp.ca/documents/supervisorqualifications_en.pdf)
Conferences, workshops, in-services, webinars	<ul style="list-style-type: none"> Attendance at and/or participation in counselling/psychotherapy conferences, workshops, in- services, webinars May be offered in-person, or via teleconference, Skype, online, etc. Includes CCPA and Mental Healthy Academy webinars
Upgrading/training	<ul style="list-style-type: none"> Completion of an upgrading/training course or program for additional qualifications in counselling/psychotherapy May be offered in-person, or via teleconference, Skype, online, etc. Includes Mental Healthy Academy coursework
Learning Activities cont'd	
Graduate coursework	<ul style="list-style-type: none"> Completion of a graduate level course related to counselling/psychotherapy
Professional Contributions	
<i>Professional Membership Roles and Activities</i>	
Professional involvement	<ul style="list-style-type: none"> Professional involvement as a committee member, board member, or executive member of a regulatory body or professional association/organization related to counselling or psychotherapy Includes preparation, participation, and follow-up to in-person, teleconference, Skype, etc. meetings
<i>Professional Volunteerism</i>	
Professional volunteerism	<ul style="list-style-type: none"> Engaging in pro bono work in a professional counselling or psychotherapy capacity including consultation, crisis counselling, disaster response, etc.
<i>Supervision, Presentation, and Teaching Activities</i>	
Providing post-graduate supervision	<ul style="list-style-type: none"> Provision of regularly scheduled post-graduate supervision in counselling or psychotherapy wherein the supervisor has met CCPA supervisory criteria

Term	Definition
Presentation development	<ul style="list-style-type: none"> • Development of a counselling/psychotherapy conference presentation, poster presentation, workshop, in-service, webinar, etc. • Planning, researching, designing, preparing and assembling resources/materials • May be counted toward CECs one time only for each presentation
Presentation delivery	<ul style="list-style-type: none"> • First time delivery of a presentation at a counselling/psychotherapy conference, workshop, in-service, webinar, etc.
Professional Contributions	
<i>Supervision, Presentation, and Teaching Activities cont'd</i>	
Course development	<ul style="list-style-type: none"> • Development of a counselling/psychotherapy college or university course • Includes planning and researching, designing course syllabus, preparing and assembling resources/materials, preparing lesson plans • May be counted toward CECs one time only
Course instruction	<ul style="list-style-type: none"> • Teaching a counselling/psychotherapy college or university course for the first time
<i>Professional Writing Activities</i>	
Scholarly writing	<ul style="list-style-type: none"> • Scholarly writing about counselling and/or psychotherapy • Includes journal article, book chapter, book • Authoring or co-authoring a published piece of writing
Applied writing	<ul style="list-style-type: none"> • Applied writing for the workplace or profession related to counselling and/or psychotherapy • Includes training and procedural manuals, handbooks, newsletters such as Cognica, blogs, facilitation of online professional association discussion forums

**CCPA Continuing Education Credits:
Transitioning from 24 credit hours to 36 credit hours per certification cycle**

Type of Continuing Education Event 2011	2011 CEC Value	2012 CEC Value	Type of Continuing Education Event 2012
Workshop (includes webinars –first time)	1 credit for each hour	1 credit for each hour	Conferences, workshops, in-services, webinars (applies for first time preparation only)
Preparation time to present a workshop (first time)	1 credit for each hour	1 credit for each hour	Presentation development (applies for first time preparation only)
Course attended at the College or University level	15 credits	1 credit per 3 hrs to max of 12 credits	Graduate coursework
Preparation time to teach a College or University course (first time)	15 credits	1 credit for each hour of preparation	Course development (applies for first time preparation only)
Preparation time to teach a course at the Masters level (first time)	15 credits	1 credit per 3 hrs of instructional time to a max of 12 credits	Course instruction (applies for first time preparation only)
Preparation time to write an article	24 credits	1 credit per hour (based on reasonable estimate)	Scholarly writing
Preparation time to write a book	24 credits	1 credit per hour invested (based on reasonable estimate)	Applied writing
CECs in excess of the 24 credit hours may not be carried over into the next certification period		1 credit for each hour	Personal insight/self-study
		1 credit for each hour	Independent study
		1 credit for each hour	Peer study
		1 credit for each hour	Receiving post-graduate supervision (available only to members not registered in a regulatory college. [Supervision hours are a regulatory requirement.]
		1 credit for each hour	Upgrading/training
		1 credit for each hour	Professional involvement
		1 credit for each hour	Professional volunteerism
		1 credit for each hour	Providing post-graduate supervision (eligible hours are those beyond workplace requirements)
		1 credit for each hour	Presentation delivery (applies for first time preparation only)
			CECs in excess of the 36 credit hours may not be carried over into the next certification period

SUMMARY OF MOTIONS

Motion: To approve the agenda as presented.

**Moved by Ron Lehr. Seconded by Sara Holland.
CARRIED.**

Motion: To accept the minutes of the July 19, 2012 meeting as accurately reflecting the discussions and decisions of the Board.

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

Motion: The Board of Directors of the Canadian Counselling and Psychotherapy Association wishes to congratulate Manitoba Director Miriam Duff on the successful completion of her Master's program.

**Moved by Blythe Shepard. Seconded by Ron Lehr.
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Motion: That CCPA provide the \$4,644.00 annual membership fee to the Ontario Alliance of Mental Health Practitioners.

**Moved by George Dunne. Seconded by Miriam Duff.
CARRIED.**

Motion: To accept the new travel awards in principal pending further information from the Awards Committee by the end of August 2012.

**Moved by Beth Robinson. Seconded by Serge Hall.
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Motion: That CCPA adopt the new table of eligible CECs for use commencing September, 2012.

**Moved by Erin Crossland. Seconded by Ron Lehr.
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Motion: To thank Blythe Shepard and the Certification Committee members that she has worked with on this project for the difficult and complex work that they have done on this task.

**Moved by Ron Lehr. Seconded by Lilli Janzen.
CARRIED.**

Motion: To adjourn the meeting.

**Moved by George Dunne. Seconded by Miriam Duff.
CARRIED**

SUMMARY OF TASKS

Task No.	Reference No.	Task	Date	Responsibility
1	6	Provide the Board with additional information regarding the Travel Awards	August 31, 2012	Awards Committee
2	8	Determine if Forum can send daily digests to subscribers	ASAP	National Office
2	8	Review policies and procedures and make any adjustments required related to social media use by Directors.	August 2012	Governance Committee