

**CCPA Board Meeting
November 17-18, 2012
Sheraton Hotel, Ottawa, ON
8:30-17:00 (EST)**

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

Regrets: Martin Reid

Guest: Nicole Maurice, CCPA Office Manager

Welcome

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

Agenda

1. Approval of Agenda
2. Acceptance of the September 20, 2012 Minutes
3. Conflict of Interest
4. Strategic Planning Review
5. Directors' Reports including Chapter Liaison Reports
6. Information Items – Questions Arising
7. Committee Reports
8. Board Recruitment
9. Chapter Support Fund
10. Public Facing Website Committee
11. Research Conference
12. Social Media
13. Conference Review
14. Overview of Risk Management Report
15. Risk Management Discussion
16. Advice Giving for the 2013-2015 Board of Directors
17. Recommendations for the International Association for Counselling (IAC)
18. The Northern Initiative
19. Next Meeting
20. Adjournment

Saturday, November 17, 2012

1. Approval of the Agenda

Motion: To approve the agenda as proposed.

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

2. Acceptance of Minutes

Motion: To accept the minutes of the September 20, 2012 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Michel Lefebvre. Seconded by Beatrice St. Amand-Dopeker.
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 Lorna Martin and Blythe Shepard who may have a conflict of interest during the discussion of the President's Discretionary Fund and Nicole Maurice and Barbara MacCallum who may have a conflict of interest during the discussion of Recognition for the National Office.

4. Strategic Plan

Lorna provided an overview of the action items contained within the Strategic Plan.

5. Director's Reports Including Chapter Liaison Reports

Saskatchewan – Beatrice St. Amand-Doepker

- Membership is slowly increasing.
- Saskatchewan members are attempting to form a Chapter.
- Beatrice will be giving presentation in December 2012 to university students.
- She will be meeting with the Saskatchewan School Counsellors Association in late November 2012.
- Student representative positions are still vacant at both universities in Saskatchewan.
- Beatrice has spent time answering emails from members.
- She is the liaison with the Social Justice Chapter.
- The Chapter appreciates the funding support given at the 2012 Conference.

New Brunswick Francophone - Serge Hall

- The New Brunswick government has experienced a cabinet shuffle which has resulted in a new health minister.
- A new policy advisor has also been assigned to the Federation to assist with the preparation of the legislation.
- Serge attended a meeting with the new policy advisor and was able to quickly bring her up-to-date on the status of the work that has been accomplished thus far on the legislation.
- The meeting was very positive.

- The goal is to have the legislation introduced in the 2013 spring session.
- Serge presented to students at the University of Moncton (using a modified version of the student PowerPoint presentation).
- Serge is the liaison with the Career Counselling Chapter.
- He reports a heavy workload with the Ethics Committee.

New Brunswick Anglophone– Erin Crossland

- Erin met with the student representative at the University of New Brunswick and gave a presentation to students (using a modified version of the student PowerPoint presentation).
- Erin feels that the student presentations help increase membership.
- Membership is slowly increasing.

Ontario Anglophone – Trish McCracken

- 26% of CCPA membership is in Ontario; 62% of Ontario members are CCC.
- Trish is liaison for the School Counsellors and Private Practitioners Chapter.
- The primary activity within these Chapters is getting ready for the CCPA Annual Conference.
- Trish attends Chapter President's meetings.
- Trish sends newsletters to her members once a month, asking them what they're doing.
- She would like to see more students representative positions filled.
- Trish attended an Indigenous Conference in Toronto and two Aboriginal Chapter teleconferences.
- The names of two northern Ontario members have been given to the Transitional Council of the College of Registered Psychotherapists and Registered Mental Health Therapists to assist the Committee developing the PLAR portion of the application process.

Ontario Francophone – Michel Lefebvre

- Francophone membership has increased slightly but not at the same rate as Anglophone membership.
- Michel sends regular newsletters to his members.
- Michel is liaising with the National Capital Region Chapter, who recently hosted Lorna Martin to talk about regulation in Ontario.
- Registration Regulation requirements are currently with the Ontario Ministry of Health and Long-term Care, pending approval.
- Michel is in communication with the student representatives at both the University of Ottawa and St Paul's University, helping them with student presentations.
- He has been receiving many questions from members about the new College and the advantages of joining CCPA?

Prince Edward Island – Deborah Wood Salter

- Glenn Sheppard (CCPA Past President, Ethics Amicus) conducted an Ethics presentation in Charlottetown.
- Deborah was unable to attend the presentation but heard that there was an overwhelming positive response to the presentation and lots of requests for an encore.

- Umbrella health legislation is being introduced in PEI.
- Deborah is part of the PEICA (Prince Edward Island Counselling Association) working group for regulation
- The working group has responded to a request from the government to provide feedback to the draft umbrella legislation.
- Legislation will come before the government this fall (2012).
- The relationship between the working group and the government is positive.

British Columbia – George Dunne

- George is involved in the Northern Initiative and the Ethics Committee.
- There has not been any change in the status of regulation in BC.
- A lobbyist is working with the BC Task Group.
- The BC Chapter is strong.
- The student representative program is quite strong in BC; every position is filled.
- George has given presentations to students at the University of Northern British Columbia.
- George receives lots of emails with requests for information about moving from BC to other provinces.

Quebec Anglophone – Lilli Janzen

- Bill 21 is Lilli's main focus.
- There is a great deal of anxiety among members missing information regarding applying for the psychotherapy permit.
- The required Ethics and Record Keeping course is currently not available in English.
- The permit is very expensive to obtain.
- There is a very big distinction in QC between counselling and psychotherapy
- Lilli has been promoting and attending a number of continuing education opportunities.
- EAP companies are indicating that their employees perform counselling not psychotherapy and therefore do not require the permit.
- Creative Art Therapists are also unsure of their course of action.
- Lilli will be a representative for the Adler School of Psychology when she steps down from the CCPA Board of Directors.

Quebec Francophone – Marie Cardinal-Picard

- Marie's main concern has been Bill 21 and its effect on CCPA members.
- She distributed a survey to members asking for their feedback on the process of applying for a permit.
- Marie gave a clear example of how QC sees the difference between counselling and psychotherapy: counselling is helping someone feel better; psychotherapy is treating a problem.
- She has presented to students at l'Université de Sherbrooke.
- The most common question received is if the CCC designation increases the chance for an applicant to be recognized by EAPs and third party insurance companies and whether CCC's will be grandfathered into the psychotherapy permit.

Alberta and Northwest Territories – Sara Holland

- Are regulation problems in ON and QC foreshadowing problems for AB?
- Requirements for psychologists in AB are changing from an MA to a PhD.
- The process will most likely take 10 years.
- Sara is involved in the Northern Initiative.
- She is the liaison for the Alberta Chapter.
- The Chapter is organizing regional gatherings for CECs, establishing a newsletter template, planning for their AGM and developing their by-laws.
- There has been a decrease in student representative involvement in AB.

Nova Scotia – Beth Robinson

- Lorna Martin gave a presentation at Acadia University in June 2012.
- Membership has been increasing in NS.
- Beth gave student presentations.
- She is liaison for the Nova Scotia Chapter. They will be having their first AGM in May 2013, during the conference in Halifax. They have been involved in planning the Conference.
- NSCCT is having a hard time finding qualified supervisors.

Manitoba – Miriam Duff

- Membership is stable.
- The Manitoba Chapter has been formed and is planning their first meeting.
- The student representative program needs development in MB.
- The province is far from regulation, but the Chapter will be working to create more movement.
- Miriam is involved with the Northern Initiative.
- She is the liaison with the Creative Arts in Counselling Chapter.
- The Chapter appreciates the funding from CCPA for the chapter brochures.
- She is also liaison with the Pastoral and Spiritual Care in Counselling Chapter.
- There has been a change in their executive and the Chapter is growing.

6. Information Items – Questions Arising

The following items were presented as information to the Board of Directors.

Canadian Journal of Counselling and Psychotherapy

- The editor of CJCP, Kevin Alderson, has advised that due to a decision by the University of Calgary to cease publishing any Journals, the CJCP will no longer be published by the University of Calgary Press.
- All publications will now occur independently.
- Dr. Alderson has contracted with copy editors to ensure quality, number of volumes and issues, and processes will remain constant.

National Assessment Project

- The National Assessment Project is entering the final two years of its funding through the Government of Canada's Foreign Recognition Program.

- The transition to an arms-length entity has occurred. The Project will now be known as the COMPASS Centre for Examination Development.

CACEP

- The Council for Accreditation of Counselling Education Programs has made arrangements for National Office to undertake some administrative functions of the Program.
- CCPA is awaiting further details before providing additional services to the co-chairs Bill Borgen and Sharon Robertson.

Webinar Presentations

- The bilingual presentations of “So...You Want to be a CCPA Board Member” will be re-recorded and placed on the CCPA website for download at any time by any visitor to the site.

Chapter Support Fund

- Deadlines have been established to submit applications for the Chapter Support Fund.
- The deadlines will be March 31 and September 30 annually.

Online Certification Application

- CCPA conducted a pilot this past year that allowed members to apply for certification online.
- It has been decided that CCPA will not continue with this service.
- Members have not been using the system properly (applying half online and half by paper) and therefore it has created more work for National Office.

7. Committee Reports

Awards Committee

- The awards program has been revamped to include more awards of higher monetary value.
- A rubric has been created for each award to assist adjudicators in assessing applications.
- One of the major additions to the program is a new Conference Travel Grant; there are six of them being offered for members; four are being offered for student members.
- Suggestions were given for names of people who could chair the various awards sub-committees.

Regulation Committee

- This committee has not met since May 2012.
- The committee predicts all provinces will be regulated within 10 years and recommends that CCPA support all regulatory efforts.
- CCPA must continue its mandate to work for professionals while the College works to protect the public.

The Northern Initiative

- The feedback from the first webinar was very positive.
- There was high attendance and high praise for the presenter and facilitator.

- Members inquired about the possibility of doing more webinars, with specialized topics.
- The Committee is looking at ways for members to connect through the forum, e-newsletters, Skype and the CCPA website.
- A forum was created specifically for northern members.
- The Committee requested \$1000 to continue communication and support efforts during the next year to meet northern and remote member-identified areas of need.
- Points noted:
 - Webinars are eligible for CEC's.
 - The Committee might consider charging members for webinars.
 - Suggestion to do a webinar on ethics.
 - The cost for a presenter is \$250.
 - The \$1000 would cover the presenter costs, the costs of translation and the webinar.
 - Committee could ask for more funds later should they be required.

Motion: That the CCPA Board grant support in the amount of \$1000.00 to the Northern Initiative Subcommittee, in collaboration with Northern members, to continue communication and support efforts during the next year to meet northern and remote member-identified areas of need.

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

Certification Committee

- The requirement for CEC's has increased from 24 to 36 credits every three years.
- A Professional Development Activity Record has been posted on the website.
- Thus far, no one has completed it.
- A list of frequently arising issues has been documented and is being given to the Committee for discussion at a meeting which will be held on November 18, 2012.
- The Supervisor Handbook has been published.
- The first supervision course at the masters level has been developed and is being given by the University of Ottawa. The course was oversold.
- The Committee is looking at certification for supervisors.

Ethics Committee

- There has been an increase in the number of questions received by the Committee.
- The CCPA Executive has discussed the workload of this Committee and will present suggestions to resolve workload issues to the Chair of the Ethics Committee.
- Motions will be brought back to the Board at the next Board meeting.

Governance Committee

- Motions were to be brought forward by the Governance Committee regarding aboriginal representation on the Board.
- However, after a review of the new Corporations Act, there appears to be legal implications surrounding this new position.
- The Committee will have to revisit the motions with the Aboriginal Circle Chapter.

8. Board Recruitment

- There is a large turnover on the Board this year; 9 directors will be leaving.
- The deadline to submit a nomination is December 15.
- Many CCPA members feel like the board is an unknown.
- Holding an open board meeting at the conference or a recording of a Board meeting might alleviate some concerns that members have about serving on the Board.
- Personal contact from a current director can help in recruiting.
- The Board is also looking for a president-elect.
- It is important to remind members that this is not an appointed position, it's an elected position.

9. Chapter Support Fund

- A Chapter Support Fund Application was submitted by the Counsellor Educators Chapter for \$3000 to help develop a peer-reviewed Canadian Handbook of Counselling.
- The Chapter would match the contribution from CCPA.
- A timeline and proposed budget were submitted
- CCPA would be the publisher for this publication.
- Projected completion date is March 2014.
- It was confirmed that there is \$6000 in the Chapter Support Fund, which is renewable every year, pending budget approval.

Motion: That the CCPA Board approve the Chapter Support Fund request by the Counsellor Educators Chapter in the amount of \$3000 for a peer-reviewed Canadian Handbook of Counselling.

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

10. Public Facing Website

- Volunteers are needed to review entries found for the resources page on the Talking Can Help website.
- These resources must be neutral and not selling services.
- There are currently two volunteers that have stepped forward.
- Three more are needed.
- Names of interested members are to be forwarded to Barb MacCallum.

11. Research Conference

- Logistically, this conference is much simpler to plan than the CCPA Annual Conference.
- University of Ottawa is being very supportive, offering us rooms and AV at no cost.
- There have been a low number of proposals received so the call is still open.
- The conference will move forward at this point as there is not much financial risk.

12. Social Media

- Nicole Maurice gave a presentation to the Board on how to use Twitter, Facebook, the CCPA Forum and the CCPA Blog.

- The Board broke into small groups to discuss the advantages, challenges and questions surrounding the use of social media by CCPA.

Advantages:

- Great way to connect and reach a large number of people over a vast distance;
- Relatively cheap;
- Its current, fast and time-saving;
- Forces succinct, dynamic, interactive conversations;
- Can be used as a recruiting tool;
- Has become the new “word-of-mouth”;
- Easily searchable.

Challenges:

- Privacy and boundaries issues;
- Facebook (personal) vs. LinkedIn (professional);
- Must be strategic and intentional;
- Can be intrusive, ‘in your face”;
- Possibility to lose touch with non-social media members;
- Cyber stalking;
- Unwieldy moderation;
- Impact on credibility of association or profession;

Questions

- How can we encourage members to use our services?
- How can we make use of YouTube?

13. Conference Review

2012 Conference

- The financial books are closed for the 2012 Conference.
- There was a profit of around \$7000; a portion was given to the University of Calgary.
- Presentation of the cheque will be made at the 2013 Conference.

2013 Conference

- Reports from the Local Planning Committee indicate that they appreciate the support from National Office and find the conference planning process smooth.
- The Planning Committee is being used primarily as a consultant.
- A National Program Committee was piloted this year.
 - Teleconferences were held to train the Committee members.
 - Each proposal was blind reviewed by three people.
 - Both the average and the standard deviation were used to rank each proposal.
 - The Program Committee members who approve will be acknowledged in the conference program and at the conference.
- The Conference Planner is currently at the stage of contacting presenters.
- A new format for the program will be piloted this year.

2014 Conference

- This conference will be held in collaboration with the International Association for Counselling (IAC).
- We are presently looking for keynotes.

2015 Conference

- This will be CCPA's 50th anniversary.
- Lorna will be welcoming the American Counselling Association to join us at the conference as it will be located so close to the border (Niagara Falls).

14. Overview of Risk Management Report

- The Risk Management Committee provided an overview of the Risk Management Report.
- Board Members were asked to review the report and be prepared to discuss its contents on November 18, 2012.

Sunday, November 18, 2012

15. Risk Management Discussion

Overview

- A suggestion was made to include the mission statement and scope in the Risk Management Report.
- Clarity was sought regarding the Regional Development Fund as linked to the increase in membership fees.
- The specifics surrounding this Fund are open for Board input and will be brought forward at a subsequent meeting.
- It was noted that another possible risk that we face is misrepresentation from other associations.

President's Discretionary Fund

- Lorna Martin turned the Chair over to Ron Lehr, the immediate Past President of CCPA.
- Lorna Martin and Blythe Shepard exited the meeting for this agenda item.
- CCPA has increased its outreach to other national bodies in Canada and around the world that are associated with counselling, psychotherapy, and allied mental health professions.
- With the increase in activity, visibility, and cost of travel, it is vital that the President's discretionary fund keep pace with the demands of the position as an advocate for our members and an ambassador of the profession in Canada and around the world.
- The Risk Management Committee put forth a motion to increase the President's Discretionary Fund from \$5000 to \$10,000.
- The Treasurer confirmed that there are enough funds in the budget to accommodate this increase.
- It was suggested that \$10,000 may not be enough and an amendment was made to increase the funds to \$15,000.

Motion: To increase the president's discretionary fund from \$5,000 to \$15,000.

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

Membership Fees

- Membership fees have remained the same since July 1, 2005 (changing from \$120. To \$150.).
- Since that time, the tax situation has changed. For example, in July 2010, Ontario shifted to the use of harmonized tax (HST) which reduced Ontario revenues by 8% (the amount of the provincial sales tax).
- Sending out kits to new members requires postage and there have been increases in postage since 2005.
- The Risk Management Committee put forth a motion to increase membership fees by \$20.
- An amendment was added to increase the reduced fee schedules by \$10.

Motion: To increase general professional membership fees by \$20; reduced fee schedules to increase by \$10, effective July 1, 2013.

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

Recognition of National Office

- Barb MacCallum and Nicole Maurice exited the meeting for this agenda item.
- The National Office staff has an outstanding reputation for being exceptionally pleasant and helpful to our members and to others who contact them.
- The Risk Management Committee would like the Board to consider ways that we can celebrate our staff.
- Consideration of years of scarcity versus years of plenty should be acknowledged.
- CEO to consult regarding in which budget line to add funds.

Motion: That the Board of Directors, through the Executive Committee, engage in staff appreciation activities. The Treasurer of the Board ensures that funds are available through a new budget line for this function.

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

Communications Audit

- A proposal for the amount of \$3000 was received to conduct a communications audit for the Association.
- Company references were checked. They have experience with other mental health associations and are well-placed to help CCPA.

- Steps that could follow after the communications audit were discussed.

Motion: To authorize funds in the amount of \$3000 to conduct a communications audit.

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

Agency Accreditation

- Lorna Martin provided an overview of the Agency Accreditation Program.
- Barb MacCallum provided an overview of two options that could be used to launch the service.
- This new program will be a good way to gain more recognition for CCPA and will be an added service for members.
- There was a suggestion that number of required CCC working at agency be proportional to size of the agency.
- Consideration around feasibility of the program in all provinces was discussed
- The program may encourage counsellors to obtain CCC.
- This type of accreditation is common in many other professions.
- There is an inherent risk in not proceeding with this program.
- Consideration will have to be made for provinces with regulation (e.g. term psychotherapy being regulated in QC).
- A definition of agency should be created.
- A motion will be brought forward at the next Board meeting.

16. Advice Giving for the 2013-2015 Board of Directors

- The Board divided into small groups to discuss possible advice for the 2013-2015 Board of Directors.

Advice

- Ask questions of the previous director in the region to learn what they've accomplished.
- Ask "What does the board expect of me?"
- Ask "What are the roles and responsibilities?"
- The orientation binder has good information but not all of it is applicable.
- It's sometimes hard to balance work and personal life; sometimes workload is not realistic.
- Don't hesitate to contact National Office with questions.
- Some directors have limited funds. Ensure directors know the funding that is available to them.
- Look for better ways to reach members than newsletters.
- It's an amazing networking and growth opportunity.
- Provide time for new and outgoing directors to meet.
- Help directors deal with potential emotional conflict.
- Ensure that directors can switch chapter liaison or committee commitments after one year.

- Help directors to not feel overwhelmed by regulation.
- Be informed on committee work.
- Learn how to motivate members to run for director positions.
- Directors need to be visible and accessible to their members.
- Develop a one-page summary of director duties.
- Provide orientation to the website.
- Review the expectation to attend conference on own funds.
- Monthly teleconferences are good.

17. Recommendations for IAC

- Ron provided an overview of IAC.
 - Conferences are mostly researched based
 - Executive is represented by individuals from around the world.
 - Connect with national associations for their conference.
 - Have two large initiatives: to connect more with national associations and student outreach.
 - Funded by UNESCO.
 - .
- All national associations are being asked about their needs and what they feel IAC can do for them.
 - Facilitate mobility issues.
 - Help with conference marketing.
 - Provide links to each association
 - International exchange opportunities.
 - Provide ideas on reaching rural and remote areas.
 - Provide research corner on website to link researchers.
 - Provide current news from each country on website.
 - Have live feed from their conference.
 - Enable sharing of work (competency profiles, certification standards, etc.).
 - Help to mobilize counsellors in crisis situations.

18. Next Meeting

- The next meeting will be a teleconference on December 13 at 19:30 (EST).

19. Adjournment

Motion: To adjourn the meeting.

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

President

Date

SUMMARY OF MOTIONS

Motion: To approve the agenda as proposed.

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

Motion: To accept the minutes of the September 20, 2012 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Michel Lefebvre. Seconded by Beatrice St. Amand-Dopeker.
CARRIED.**

Motion: That the CCPA Board grant support in the amount of \$1000.00 to the Northern Initiative Subcommittee, in collaboration with Northern members, to continue communication and support efforts during the next year to meet northern and remote member-identified areas of need.

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

Motion: That the CCPA Board approve the Chapter Support Fund request by the Counsellor Educators Chapter in the amount of \$3000 for a peer-reviewed Canadian Handbook of Counselling

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

Motion: To increase the president's discretionary fund from \$5,000 to \$15,000.

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

Motion: To increase general professional membership fees by \$20; reduced fee schedules to increase by \$10, effective July 1, 2013.

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

Motion: That the Board of Directors, through the Executive Committee, engage in staff appreciation activities. The Treasurer of the Board ensures that funds are available through a new budget line for this function.

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

Motion: To authorize funds in the amount of \$3000 to conduct a communications audit.

**Moved by Miriam Duff. Seconded by Erin Crossland.
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	7	Consult with Ethics Committee on possible solutions to workload.	ASAP	Lorna Martin
2	7	Governance Committee to consult with Aboriginal Circle on Aboriginal representation on the Board.	ASAP	Governance Committee
3	7	Send notice to all members who participated on Board webinars to offer meeting with current director.	ASAP	National Office
4	8	Consider holding an open Board or Committee meeting at a conference to demystify Board activities	April 2013	Executive Committee
5	9	Notify CE Chapter regarding the success of their application to the Chapter Support Fund.	ASAP	National Office
6	10	Send names of candidates for the Public Facing Website Committee to Barb MacCallum	ASAP	Board Members
7	12	Review challenges to social media and report on feasibility.		National Office
8	15	Place Agency Accreditation on the agenda for December 2012.	December 2012	Executive Committee
9	15	Clarify purpose of Regional Development Fund and bring forward for discussion at a future Board Meeting		Executive Committee
10	7	Place Ethics Committee restructuring on the agenda for December 2012.	December 2012	Executive Committee
11	7	Place Certification Motions on the agenda for December 2012.	December 2012	Executive Committee
12	17	Provide information received from Board to IAC.	ASAP	Lorna Martin