

**CCPA Board Meeting
February 21, 2013
Teleconference
13:00-14:00 (EST)**

Present: Lorna Martin (Chair), Ron Lehr, Lilli Janzen, Miriam Duff, Erin Crossland, Trish McCracken, Beth Robinson, Blythe Shepard, Michel Lefebvre, Barbara MacCallum (Secretary)

Regrets: Sara Holland, Marie Cardinal-Picard, George Dunne, Beatrice St. Amand-Doepker, Serge Hall

Absent: Deborah Wood Salter

Welcome

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

Agenda

1. Approval of Agenda
2. Acceptance of the January 17, 2013 Minutes
3. Conflict of Interest
4. Information Items
5. Honorary Lifetime Membership Award
6. CCPA By-Laws (Canada Not-for-Profit Corporations Act)
7. Manitoba Chapter By-Laws
8. Supervision Certificate
9. Reminders
10. Next Meeting
11. Adjournment

1. Approval of the Agenda

Motion: To approve the agenda as presented.

**Moved by Beth Robinson. Seconded by Erin Crossland.
CARRIED.**

2. Acceptance of Minutes

Motion: To accept the minutes of the January 17, 2013 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Blythe Shepard. 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

Certification Committee Recruitment Results

- There have been four applications for the Certification Committee.
- One person has applied for the position of Chair.

Ethics Committee and Complaints Division Chairperson Recruitment Results

- Lorna has consulted with the current Ethics Chair regarding possible candidates for the chair of the Complaints Division of the Ethics Committee.
- The call for volunteers for this Committee has been left open until February 28, 2013.
- There is one possible candidate for the Complaints Division of the Ethics Committee.
- There will be a mentorship program established for new members of the Committee.

Research Conference

- The CCPA Inaugural Research Conference was held on February 16, 17, 2013.
- The University of Ottawa co-hosted the event with CCPA.
- Although the numbers were lower than anticipated (70 vs. 150) the size of the group lent itself well to this type of event.
- The Conference was highly praised by the participants.
- The presentations were of high quality, the networking opportunities were wonderful, and the poster sessions were very valuable for the students.
- Nicole Maurice (CCPA Office Manager) did a fabulous job planning the event and provided on-site support of the conference.

5. Honorary Lifetime Membership Award

- Maria De Cicco (CCPA President 2007-2009) has been nominated for an Honorary Lifetime Membership Award.
- This requires 2/3 approval by the Board of Directors.
- A summary of Maria's contributions was distributed to the Board of Directors under separate cover.
- Maria has been a member of CCPA since 1994, and has been actively involved in the promotion of the counselling profession, both provincially and nationally, for many years.
- She has been the recipient of a number of awards including awards from QCA (Quebec Counselling Association) and CCPA.
- Maria is a passionate supporter of CCPA and worked tirelessly during her CCPA Presidency to ensure that the Association remained accessible to all members in both official languages.
- Maria is an outstanding ambassador for the Association and for the profession of counselling.

Motion: To award an Honorary Lifetime Membership to Maria De Cicco.

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

6. CCPA Revised By-Laws and Chart

- The revised CCPA By-laws have been reviewed by legal counsel, the Governance Committee and the Executive Committee.
- An FAQ was developed.
- The FAQ and By-laws were distributed to the Board of Directors under separate cover.
- The By-laws require Board approval to move to the next stage which is to release the information to our members.
- The most significant change is related to the role of the Past President and the President Elect.
- Due to the requirement in the new Federal Not-for-Profit Corporations Act that Directors be elected at least every four years, the Past President of the Association cannot remain a voting member of the Board as he/she would be in their 5th year of service at the time they became Past President.
- This has been resolved by changing the By-laws to indicate that the President Elect does not have voting privileges during his/her first year of office and that the Past President does not have voting privileges during the sixth year of his/her service.
- Both the President Elect and the Past President have voting privileges as part of the Executive Committee.
- The requirement of a master's level degree for certification is not required to be specifically included at the level of the By-laws. The new By-laws state the same information as the current By-laws.
- The new By-laws continue to state "Individuals who hold the designation of Canadian Certified Counsellor ("CCC") and hold a university degree, or equivalent experience and training that aligns with the professional standards and ethics of the Association as assessed by the Registrar."
- The specific requirements are stated at the level of the Certification policies.
- This allows some flexibility for the Certification Committee to suggest changes to the certification criteria without having to change the By-laws.
- Significant changes to CCC requirements must be approved by the Board of Directors.
- Lorna Martin thanked all of those who had been involved in this very lengthy and detailed work.

Motion: To approve the revised CCPA By-laws and recommend that they be sent forward to the membership for review.

**Moved by Lilli Janzen. Seconded by Michel Lefebvre.
CARRIED**

7. Manitoba Chapter By-Laws

- Miriam Duff reported that the Manitoba Chapter is growing and now has over 40 members.
- The inaugural AGM for the Manitoba Chapter was held on January 20, 2013.
- The Manitoba Chapter By-laws have been reviewed by the Executive, voted on by the Chapter members and now require Board approval.

Motion: To approve the Manitoba Chapter By-Laws.

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

8. Supervision Certificate Requirements

- The Supervision Certificate (CCC-S) requirements have been reviewed and approved by the Certification Chair and the Executive.

- The requirements need approval by the Board of Directors.
- The document describing the requirements was distributed under separate cover to the Board of Directors.

Motion: To approve the Supervision Certificate Requirements.

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

9. Reminders

- The March 2013 Board of Directors meeting has been cancelled.

10. Next Meeting

- The next Board of Directors meeting will be held on April 18, 2013 at 1:00 pm (EST).

11. Adjournment

Motion: To adjourn the meeting.

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

President

Date

SUMMARY OF MOTIONS

Motion: To approve the agenda as presented.

**Moved by Beth Robinson. Seconded by Erin Crossland.
CARRIED.**

Motion: To accept the minutes of the January 17, 2013 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Blythe Shepard. Seconded by Beth Robinson.
CARRIED.**

Motion: To award an Honorary Lifetime Membership to Maria De Cicco.

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

Motion: To approve the revised CCPA By-laws and recommend that they be sent forward to the membership for review.

**Moved by Lilli Janzen. Seconded by Michel Lefebvre.
CARRIED**

Motion: To approve the Manitoba Chapter By-Laws.

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

Motion: To approve the Supervision Certificate Requirements.

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

Motion: To adjourn the meeting.

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

Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	6	Translate by-laws and FAQ and post for membership review	April 1, 2013	National Office