

**CCPA Board Meeting
May 12-13, 2013
Halifax, NS**

Present: Blythe Shepard (Chair), Lorna Martin, David Smith, Serge Hall, Miriam Duff, Trish McCracken, Beth Robinson, Sara Holland, Natasha Caverley, Tracy Duffy, Gisèle Lalonde, Kim Landine, Kiraz Johanssen, Margie Cain, Veridane Bukumi, Barbara MacCallum (Secretary)

Regrets: Henry Albert Saraga

May 12, 2013 8:30-13:00

- A Board orientation session was conducted.

May 12, 2013 13:00-17:00

Welcome

- Blythe Shepard welcomed everyone and thanked everyone for attending the meeting.

Agenda

1. Approval of Agenda
2. Approval of the April 18, 2013 Minutes
3. Conflict of Interest
4. Audited Financial Statements
5. Appointment of CCPA Treasurer and Secretary
6. Northern Initiative Committee
7. Chapter Liaisons
8. Conference Update
9. Preparation for AGM
10. Standing Committees
11. Committee Reports
12. Work Packages
13. Animal Assisted Therapy in Counselling Chapter By-Laws
14. Wrap-Up
15. Next Meeting
16. Adjournment

1. Approval of the Agenda

Motion: To approve the agenda as presented.

**Moved by Lorna Martin. Seconded by Miriam Duff.
CARRIED.**

2. Acceptance of Minutes

Motion: To accept the minutes of the April 18, 2013 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Lorna Martin. Seconded by Miriam Duff.
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. Conflict of interest can be declared at any time.

4. Financial Statements

- Miriam Duff reviewed the financial statements for the year ending January 31, 2013.
- The following points were noted:
 - Clean audit.
 - Surplus of revenue over expenses of approximately \$79,000.
 - The new auditing standards are now in place which has changed some portions of the statements. e.g. there is a cash flow statement and 3 instead of 2 years of financials presented on the balance sheet.
- There were no recommendations made by the auditors.
- A question was asked regarding the recent increase in membership fees. It was noted that the last increase was in July 1, 2005. Since then HST has resulted in increased cost as have increased postal rates and other items.
- A portion of the increase will be applied to operational costs while the remaining will be directed toward a fund related to regional services.

Motion: To approve the financial statements for the year ending January 31, 2013.

**Moved by Miriam Duff. Seconded by Serge Hall.
CARRIED.**

5. Board Appointments

Motion: To appoint Miriam Duff as Treasurer for 2013-2015.

**Moved by Trish McCracken. Seconded by Natasha Caverley.
CARRIED**

Motion: To appoint Barbara MacCallum as Secretary for 2013-2015.

**Moved by Serge Hall. Seconded by Sara Holland.
CARRIED**

6. Northern Initiative Committee

- Miriam Duff provided an overview of the work of the Northern Initiative Committee.
- A backgrounder is located in the Board Binder under Tab 3.
- A survey of the members involved in this initiative was conducted and future priorities were determined.
- Contact Miriam Duff if you would like more information on the survey results.
- As a result of the feedback received the Northern Initiative Committee would like to schedule two webinars instead of one in the coming year.
- Therefore there is request to the Board of Directors to increase funding to the Committee from \$1,000 to \$1,500.

Motion: To increase the funding for the Northern Initiative Committee from \$1,000 to 1,500.

**Moved by Miriam Duff. Seconded by Kim Landine.
CARRIED**

7. Chapter Liaisons

- There is an opportunity for each Board Member to be the Liaison for a Chapter.
- The Liaison's responsibility is to connect with the Chapter President and to provide information to the Chapter, especially after a Board meeting.
- Designated Liaisons may also attend the Chapter Presidents' teleconference if they would like to do so.
- Liaisons may attend Chapter meetings if they are invited to do so by the Chapter.
- Board Members were asked to volunteer for Chapter Liaison positions.
- Following are the Liaisons:

Chapter	Liaison
Aboriginal Circle	Margie Cain, Natasha Caverley
Alberta/NWT	Sarah Holland
British Columbia Chapter	Natasha Caverley
Nova Scotia	Beth Robinson
National Capital Region	Verdiane Bukumi
Manitoba	Miriam Duff
Career Counselling	Kim Landine
Counsellor Educators	David Smith
Creative Arts in Counselling	Miriam Duff
Pastoral and Spiritual Care in Counselling	Trish McCracken
Private Practitioners	Tracy Duffy
School Counsellors	Gisele Lalonde
Social Justice	Kiraz Johansson
Animal Assisted Therapy Chapter	Serge Hall

8. Conference Update

2013 Halifax

- A new conference planning model was used for the Halifax conference.
- The local committee had reduced responsibilities and the logistics of the conference planning were handled by Alene Holmes (Conference Coordinator), Nicole Maurice (CCPA Office Manager) and the other staff members at the National Office.
- The model worked extremely well.
- The conference is projected to make a profit.

2014 Victoria

- This conference is proving to be a challenge to organize due to the complexity of partnering with another organization.
- CCPA also has not yet secured a local committee with the exception of a few volunteers from the University of Victoria.

2015 Niagara Falls

- This will be CCPA's 50th anniversary.
- The venue has been booked but planning for the conference will not begin until the Fall.

2016 Conference

- This conference was to be held in St. John's NL.
- However the American Counseling Association (ACA) has informed CCPA that they will be having their 2016 Conference in Montreal.
- A discussion was held with the Board of Directors regarding the 2016 Conference and possible courses of action.
- It seems highly unlikely that a St. John's conference will be successful due to the lack of presenters and participants. The ACA Conference will be held from March 30-April 3, 2016 and most likely will attract members who would otherwise have attended the CCPA conference in May.

Motion: That the CCPA Board of Directors agrees that the CCPA CEO engage in discussions with ACA Executive Director Richard Yep regarding the ACA Conference planned for Montreal in 2016. (The CCPA CEO will update the Board on potential options.)

**Moved by Lorna Martin. Seconded by Gisèle Lalonde.
CARRIED**

9. Preparation for the Annual General Meeting (AGM)

- The AGM agenda was reviewed.
- The order of introductions of the outgoing and incoming Board members was explained.
- 50 members are required for quorum.
- The AGM will be conducted in English. Serge Hall will act as a translator should the need arise.

10. Standing Committees

- The structure and purpose of the Standing Committees was explained.
- Board members are expected to sit on at least one committee.
- The President and the CEO are members of all committees.
- Committees have established teleconference numbers that they may use.
- Contact Nicole Maurice nicole@ccpa-accp.ca if you are a Chair of a Committee but do not have the teleconference number.
- Following are the committees that were established.

Risk Management

Chair: David Smith (President Elect)

Members: Serge Hall, Miriam Duff, Lorna Martin

Quality Assurance

Chair: Beth Robinson

Gisèle Lalonde, Verdiane Bukumi

Regulation and Policy

Chair: Trish McCracken

Members: Tracy Duffy, Kiraz Johanssen

Governance

Chair: Lorna Martin

Members: Natasha Caverley

Awards

Chair: Sara Holland

Members: Kim Landine, Margie Cain

May 13, 2013

8:30 – 16:00

11. Committee Reports

Awards Committee

- The Committee will be focusing on the following issues.
 - Developing an Aboriginal Award in consultation with the Aboriginal Circle.
 - Reviewing the monetary value of awards – should they be increased again?
 - Electronic copies of letters vs. hard copies.
 - Determining if stipulations regarding the use of the award money need to be established.
 - Financial accountability.
 - Tax deduction requirements, claim forms, implications for applicants.
 - Determining why some awards are only given every second year.
 - Review of eligibility rules for awards. It was noted that in some award categories the same person has won several years in a row.
- If the Committee requires further data a request can be sent to Barb MacCallum.

Governance Committee

- Areas of work include by-laws, policies and procedures, and protocols.
- The Policy and Procedures manual must be updated to reflect the new by-laws once the by-laws have been approved by the membership.
- Material should be developed to assist members in understanding the new by-laws. Perhaps an FAQ should be developed.
- There are gaps in the policy manual that need to be amended or created.
 - Chapter oversight
 - External Committee Oversight
 - Additions to the communications protocol.
 - CCPA logo use – ask IMPACT regarding branding and effective and legal use of the logo. CCPA does have a style guide that was developed when the logo was created.
 - Affiliates.
 - Partnership and Sponsorship ideas.
- It was noted that there are policy overlaps between the Governance Committee, the Risk Management Committee and the Regulation and Policy Committee.
- The Chairs of these committees should communicate regularly to ensure consistency.

Risk Management

- The Risk Management Report was discussed.
- There are areas of the report that require updates.
- Following is a summary of possible risk themes identified by committee members:
 - Oversight of external CCPA Committees (Ethics, CACEP, Certification)
 - Regulation
 - Supervised practica/internship
 - Demand for member services
- Due to the confidential nature of some of the discussions only the themes are documented.

Regulation and Policy Standing Committee

- This Committee will meet monthly. The first meeting will be held in June 2013.
- Barb MacCallum provided a history of the committee which was re-named from the Education & Policy (Advocacy) Committee in 2011.
- The committee's focus was on surveying the regulation legislation and high profile advocacy issues and feedback information to the Executive if attention was needed.
 - **CCPA Website:** In relation to regulation across Canada on the CCPA website, we should inform Karina re changes so we can keep it up to date. Directors could be contacted monthly to determine if updates are required.
 - **Media:** Barb updated the Committee on the OTUS Report on risk regarding moving from non-regulation to regulation and its conclusion that CCPA is doing the right things to prepare for a variably regulated environment.
 - **Communications:** Barb updated the Committee on IMPACT, a company which CCPA became involved with to assist with public relations and communications.
 - The Executive is scheduled to participate in media training in November 2013.
 - Speaking opportunities should be channeled through Barb MacCallum who consults with the President to determine the direction to take.
 - Barb emphasized that CCPA must co-ordinate communications and consider important groups such as coalitions, lobbyists, political advisors, etc., and resources such as media kits that might be needed.
 - IMPACT will be advising on and developing a media kit.
 - **Pathways:** Discussion was held regarding mobility and the Pathways project.
 - Practitioners moving from one regulated jurisdiction to another regulated jurisdiction or from a non-regulated jurisdiction are asking questions and the mobility/Pathways project is designed to help those members and potential members obtain answers to their questions.
 - **Complex Issues:** Complex issues of communication were discussed.
 - Directors need to understand which hat they are wearing when speaking.
 - Directors need to understand that they have a national voice and need to have a national perspective on issues.
 - Respect for an already established network is important. More than one group may be seeking regulation in a province. It is important for CCPA to provide information collaboratively at the provincial level to any groups in a province who are seeking similar goals e.g. CCPA joined the Alliance to represent our Ontario members, it did not try to form a new group.

- Keeping members up to date: Barb suggested that the Committee develop a communique that could be sent to members either monthly or every second month to keep members in the provinces becoming regulated up-to-date.
- The communiqué would follow the normal communication protocols.
- Complexity: Barb emphasized the increasing complexity with more provinces involved and other provinces/territories considering regulation. She asked a great question for the Committee to ponder: "Where provinces/territories are not regulated, which group(s) might need to know potential impacts of regulation. This could be researched by the National Office if requested.
- This is especially important where umbrella acts are opened and planning for regulation can be established (i.e. Newfoundland).
- Legislative Support Fund: Funds are in the budget and application forms are on the website. There have been no applications in the past year.
- There is a separate Chapter Support Fund for Chapter.
- Regulatory bodies have already received this information.

Potential Activities

- Review the IMPACT strategy related to educating our members regarding a regulatory body and professional association.
- Consider the resources required to support the regulatory process (i.e. insurance recommendations, record-keeping guidelines, etc.)
- Discuss how we support students in the regulatory process (i.e. via webinars and other means. For Ontario, the registrar of CRPRMHTO will provide a webinar in the fall open to all members - students included).
- Examine the risks, challenges and gaps inherent in what we do?
- Monitor the Pathways/Mobility materials as they are finalized and posted for use on the website.
- Reach out to other Directors for input/update so we are informed as a committee on the national picture and the needs developing.
- Channel recommendations to the CCPA Executive/Board/Barb MacCallum.
- Consider the issues in agency accreditation and how CCPA accreditation practices relate to agency accreditation within regulatory regulations and acts/laws.
- Monitor issues in licensing, registration, legislation, accreditation, certification, etc. in the connections with the regulatory colleges.

Quality Assurance Committee

- This Committee acts as a second set of eyes related to Work Packages and other Committee work.
- Ideally recommendations and reports from Committees would be reviewed by the Quality Assurance Committee prior to the Executive Committee.
- They may also recommend that program reviews are conducted. For example, looking at the alignment between CCC, CCC-S and CACEP.
- They will review the work of the Awards Committee related to the new award that is being suggested.

12. Work Packages

- Work packages are typically short-term assignments undertaken by an ad hoc committee.
- When the task is completed the ad hoc committee is disbanded.
- The President and Chief Executive Officer are members of all work package committees.
- The following work packages were distributed and the committees populated.

Outreach: David Smith, Gisèle Lalonde, Beth Robinson, Verdiane Bukumi

Northern Initiative: Natasha Caverley, Miriam Duff, Kiraz Johanssen, Sara Holland, Margie Cain, Tracy Duffy, Blythe Shepard

Advertising: Trish McCracken, Kim Landine, Serge Hall, Lorna Martin

Outreach

- Review the uptake of Cognica and webinars to determine if they are meeting members' needs.
- David has requested data from Nicole Maurice.
- A report with recommendations will be generated and sent to the Quality Assurance Committee to review.

Northern Initiative

- The Northern Initiative was reviewed.
- This year the Committee will focus on the priorities established by their survey.
- They will also cultivate ownership of this initiative from the northern participants.
- It was always intended that the leadership of this initiative be turned over to someone who is not on the Board of Directors.
- Policies related to the webinars (which initially were free) and other aspects of the initiative will be proposed.

Advertising Policy

- Over the past two years a number of items have been discussed at the Board level related to Directors sending out messages to their members.
- Some Directors have asked for policies related to this practice and others have indicated that they would like flexibility.
- This work package is asking the group to review the current practice and determine if guidelines should be developed and if so what they would be.
- Perhaps an FAQ could be developed to provide guidelines.
- Trish will scan the materials provided and send them to the Committee members.

13. Animal Assisted Therapy Chapter By-laws.

- The Board reviewed the proposed by-laws for the Animal Assisted Therapy Chapter.
- There were suggestions for modifications. These will be sent to the Interim Chapter President.

Motion: To accept in principle the by-laws for the Animal Assisted Therapy Chapter pending the receipt of revisions to the by-laws.

**Moved by Lorna Martin. Seconded by Tracy Duffy.
CARRIED**

14. Wrap-Up

- IMPACT Communications Work Plan
 - The work plan was distributed and reviewed.
 - This document is considered confidential so copies were collected from Board members once this discussion was completed.
- Public Facing Website
 - All Board members are to suggest three non-commercial websites that could be put into Resource section of the public facing website.
 - Suggestions are to be sent to Lorna Martin at lorna.martin@mts.net.

15. Next Meeting

- The next meeting will be held on June 20, 2013 at 19:00 EDT.

16. Adjournment

Motion: To adjourn the meeting.

**Moved by Lorna Martin. Seconded by Trish McCracken.
CARRIED**

President

Date

SUMMARY OF MOTIONS

Motion: To approve the agenda as presented.

**Moved by Lorna Martin. Seconded by Miriam Duff.
CARRIED.**

Motion: To accept the minutes of the April 18, 2013 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Lorna Martin. Seconded by Miriam Duff.
CARRIED.**

Motion: To approve the financial statements for the year ending January 31, 2013.

**Moved by Miriam Duff. Seconded by Serge Hall.
CARRIED.**

Motion: To appoint Miriam Duff as Treasurer for 2013-2015.

**Moved by Trish McCracken. Seconded by Natasha Caverley.
CARRIED**

Motion: To appoint Barbara MacCallum as Secretary for 2013-2015.

**Moved by Serge Hall. Seconded by Sara Holland.
CARRIED**

Motion: To increase the funding for the Northern Initiative Committee from \$1,000 to 1,500.

**Moved by Miriam Duff. Seconded by Kim Landine.
CARRIED**

Motion: That the CCPA Board of Directors agrees that the CCPA CEO engage in discussions with ACA Executive Director Richard Yep regarding the ACA Conference planned for Montreal in 2016. (The CCPA CEO will update the Board on potential options.)

**Moved by Lorna Martin. Seconded by Gisèle Lalonde.
CARRIED**

Motion: To accept in principle the by-laws for the Animal Assisted Therapy Chapter pending the receipt of revision to the by-laws.

**Moved by Lorna Martin. Seconded by Tracy Duffy.
CARRIED**

Motion: To adjourn the meeting.

**Moved by Lorna Martin. Seconded by Trish McCracken.
CARRIED**

SUMMARY OF TASKS

Task No.	Reference No.	Task	Date	Responsibility
1	7	Inform Chapter Presidents of new Chapter Liaisons	May 31, 2013	National Office
2	8	Discuss Conference 2016 with ACA	May 31, 2013	Barb MacCallum
3	10	Contact Nicole Maurice if you do not have your teleconference number.	ASAP	Committee Chairs
4	11	Review Committee tasks and schedule meetings	ASAP	Board members and Committee Chairs.
5	13	Inform the Animal Assisted Therapy Chapter of the decision regarding their by-laws.	May 31, 2013	National Office
6	14	Provide 3 non-commercial website URL's that might be a useful resource for the Public Facing website	ASAP	Board members