

**CCPA Board Meeting
July 18, 2013
Teleconference
13:00-14:00 ET**

Present: Blythe Shepard (Chair), Lorna Martin, David Smith, Trish McCracken, Natasha Caverley, Tracy Duffy, Kim Landine, Margie Cain, Kiraz Johansson, Barbara MacCallum (Secretary)

Regrets: Verdiane Bukumi, Serge Hall, Miriam Duff, Beth Robinson, Sara Holland, Gisèle Lalonde

Absent: Henry Albert Saraga

Welcome

- Blythe welcomed everyone and thanked everyone for attending the meeting.
- Blythe also thanked the Directors for the wonderful communications that have been sent to their constituents.

Agenda

1. Approval of Agenda
2. Acceptance of the June 20, 2013 Minutes
3. Conflict of Interest
4. Information Items
 - Final Step of CCPA By-Law Approval
 - 2016 Montreal with ACA (The American Counselling Association)
 - Supervision Course
 - President Emeritus
 - 2014 May Board Meeting
5. Ethics Amicus
6. Director`s Update
7. Reminders
8. Next Meeting
9. Adjournment

1. Approval of the Agenda

Motion: To approve the agenda as presented.

**Moved by Margie Cain. Seconded by Natasha Caverley.
CARRIED.**

2. Acceptance of Minutes

Motion: To accept the minutes of the June 20, 2013 Board Meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Tracy Duffy. Seconded by Lorna Martin.
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 during the discussion of an agenda item.

4. Information Items

Final step of the CCPA By-Law approval

- The by-laws passed at the CCPA AGM in Halifax are currently the official CCPA by-laws.
- One more step is required to apply for the certificate of continuance and this requires a vote of the membership.
- There are also three minor text changes which clarify items in the by-laws.
- Based on discussions with legal counsel and the Chair of the Governance Committee (Lorna Martin) the optimal time to conduct the final step will be at the AGM in Victoria in May 2014.

2016 Montreal with ACA

- The terms and conditions for partnership have been developed and have been reviewed by the CCPA Executive.
- The terms and conditions have been sent to ACA and CCPA is waiting for ACA's feedback.
- Once CCPA has received feedback from ACA the Board will be provided with the document for discussion and approval (if the terms are satisfactory).

Supervision Course

- The Supervision course that is to be held at the University of Ottawa has been approved and is now being advertised.
- Blythe has spoken to the instructor with regard to assignments and resources.
- It is too early to know the up-take on the course.

President Emeritus

- At the 2013 Conference, one of the Past Presidents (Chris Cooper) noted to Lorna Martin that it sometimes is confusing because everyone including the most immediate Past President has the same designation.
- The suggestion has been made that past presidents who no longer hold the office (and were not driven from office for misdeeds) were given the designation, "Past President Emeritus" or "President Emeritus".
- Lorna Martin provided a definition from the Oxford English Dictionary
 - Definition of emeritus
 - adjective
 - (of the former holder of an office, especially a university professor) having retired but allowed to retain their title as an honour: emeritus professor of microbiology [postpositive]: the National Gallery's director emeritus
 - Origin:

- mid 18th century: from Latin, past participle of emereri 'earn one's discharge by service', from e- (variant of ex-) 'out of, from' + mereri 'earn'
- This designation might distinguish the Past-President who is in office from Past Presidents who are no longer in office.
- The Executive passed the following motion at its July meeting.

That a Past President, upon leaving office honourably, be conferred the designation "President Emeritus".

- National Office and the Governance Committee will be reviewing the need to change by-laws to reflect this new title.
- The recommended by-law changes will come to the Board before the next AGM.

2014 May Board Meetings

- The International Association for Counselling (IAC) will have its conference from May 3-7.
- CCPA's conference will be from May 7 to 9.
- There is a one day overlap which will be a joint day for attendees.
- Typically the CCPA Board meets on the Sunday and Monday prior to the start of the CCPA Conference.
- The Executive would meet on the Saturday before the start of the CCPA Conference.
- If CCPA held to this pattern, then CCPA Board members would not be able to attend any portion of the IAC Conference.
- However, if we move the Board Meetings before the IAC Conference, Board Members will be away from home for a longer period than is normal.
- Options were forwarded to the Board via a poll to determine the Directors' preferences. The final decision will be made by the President as the preference for dates was tied.
- The date has been set as May 10-11, 2014.
- The Executive Meeting will be on May 4, 2013.
- An official complaint was registered regarding the Board Meeting date as it will fall on Mother's Day.
- This would be the second year in a row.
- It was noted that May is a difficult month to schedule a conference because of the May long weekend, Mother's Day and the availability of hotels.
- Blythe indicated that she would take the complaint under advisement.

5. Ethics Amicus

- Each year CCPA provides \$1,000 to the CCPA Ethics Amicus as an honorarium.
- The Amicus is a consultant to the Ethics Committee on complex matters that come before that Committee.

Motion: To provide a \$1,000 honorarium to the CCPA Ethics Amicus.

**Moved by Lorna Martin. Seconded by Margie Cain.
CARRIED**

6. Directors Updates

BC/YK – Natasha Caverley

- On July 5, 2013, Natasha, Barb MacCallum and two representatives from the BC Public Service Agency (PSA), which is the largest employer in BC, met to determine if CCCs could become part of the benefits program that is offered to PSA employees.
- Registered Clinical Counsellors (RCCs) are included for coverage in this plan.
- RCC is a designation granted by the BC Association of Clinical Counsellors (BCACC).
- The benefits plan will be renegotiated in January 2014 so this was the ideal time to connect with the PSA.
- CCPA is currently waiting to hear a response to questions posed during the meeting on July 5, 2013.
- On June 27 and July 12, 2013, Natasha attended Aboriginal Circle Chapter meetings.
- Natasha developed and has sent an e-newsletter to her constituents.
- She has also been working with Lorna Martin on the Governance Committee which is developing some specific **policies related to communications, oversight, social media and advertising.**
- Natasha will be connecting with her Yukon members and the **local committee in Victoria, BC** for the 2014 Conference in the upcoming weeks.
- She will also attend the BC Chapter teleconference which will be held in September 2013.

ON Anglophone – Trish McCracken

- Trish has not had any contact with the School Counsellors Chapter.
- As of June 28, 2013 there were 1,378 Ontario members.
- The regulation of psychotherapy in Ontario is continuing to occupy time as questions are asked by our members.
- Currently the draft by-laws for the new College are out for consultation.
- The consultation period ends on August 20, 2013.

QC Anglophone – Kiraz Johannsen

- The July 6, 2013 **Lac-Mégantic** disaster has occupied everyone`s thoughts in Quebec and the rest of Canada.
- EAPs are trying to help with relief efforts.
- Kiraz and Henri **Saraga** (Quebec francophone Director) collaborated on a message to their constituents.
- Henri and Kiraz will be working with Quebec counsellors with regard to their applications for their Psychotherapy Permit.
- The National Office was asked to assist in this process.
- No specific actions have been determined at this point.

NB Anglophone - Kim Landine

- Work continues on the private member`s bill for counsellor regulation in NB.
- Kim noted that she has approved one student representative.
- Barb noted that she had a telephone call with Pat Donihee earlier on July 18 regarding third party billing and any assistance that CCPA could provide in advocating for this for NB Counsellors.

- There is currently an opportunity to discuss third-party coverage with Medavie Blue Cross.

PEI – Margie Cain

- Margie is working with Natasha as a liaison for the Aboriginal Circle Chapter.
- Margie has a meeting scheduled with the Awards Committee to discuss the new CCPA Aboriginal Award.
- The Awards Committee will consult with the Aboriginal Circle Chapter regarding any protocols that need to be observed.
- The Aboriginal Chapter may also establish its own awards.
- Margie has sent an introductory letter to her constituents.
- She will also be attending the TRI PD day in September. This includes members of the Social Work, Psychology and Counselling professions who come together on one day to have joint workshops.
- Margie will be meeting with Deborah Wood Salter (previous Director) to be briefed on the current activities in PEI.
- She will also be discussing with Deborah the UPEI and Acadia partnership with regard to Master's level training in PEI to ensure that she is up-to-date on this matter.
- She will be sending a letter to members to introduce herself.

NL – Tracy Duffy

- Tracy met with Heather White (NL Director from 2009-2011) to obtain some background on the CCPA activities within the province.
- She has met with a student representative.
- The Private Practitioners Chapter has not yet had a meeting so she has not connected with them.
- Tracy has been discussing counsellor regulation with some NL CCPA members and is currently doing some research.
- She has also had a discussion with Barb MacCallum regarding regulation and has indicated that she will loop Barb into any future discussions regarding regulations.
- Tracy has sent a message to her constituents.
- Tracy has also put in a proposal for the School Counsellors conference that will happen in October 2013.

7. Reminders

- The August 2013 Board of Directors meeting will be cancelled.
- The National Office will be closed from July 29, 2013 to August 9, 2013.
- The first week the staff will not be in the office.
- The second week the staff will be in the office but will not be answering telephones.
- If there is a matter that needs attention, please email Barb MacCallum and Nicole Maurice and one of them will get in touch with you.
- Blythe indicated that at the meeting in September she will be asking for Committee and Work Package updates.
- Trish McCracken indicated that she will be sending out a doodle poll to schedule a meeting of the Regulation and Policy Committee.

8. Next Meeting

- The next teleconference will be held on September 19, 2013 at 13:00 ET.

9. Adjournment

Motion: To adjourn the meeting.

**Moved by Trish McCracken. Seconded by Kim Landine.
CARRIED**

President

Date

SUMMARY OF MOTIONS

Motion: To approve the agenda as presented.

**Moved by Margie Cain. Seconded by Natasha Caverley.
CARRIED.**

Motion: To accept the minutes of the June 20, 2013 Board Meeting as accurately reflecting the discussions and decisions of the Board.

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

Motion: To provide a \$1,000 honorarium to the CCPA Ethics Amicus.

**Moved by Lorna Martin. Seconded by Margie Cain.
CARRIED**

Motion: To adjourn the meeting.

**Moved by Trish McCracken. Seconded by Kim Landine.
CARRIED**

Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	4	Take under advisement the objection lodged as a result of the date for the May 2014 Board of Directors Meeting	ASAP	Blythe Shepard
2	6	Determine how National Office can help Quebec members	ASAP	Kiraz and Henri
3	7	Set up Regulation and Policy Committee meeting	ASAP	Trish McCracken