

**CCPA Board Meeting
October 15, 2013
Teleconference
13:00-13:50 ET**

Present: Blythe Shepard (Chair), Lorna Martin, Miriam Duff, Trish McCracken, Gisèle Lalonde, Margie Cain, Kiraz Johannsen, Serge Hall, Verdiane Bukumi, Tracy Duffy, Sara Holland, Barbara MacCallum (Secretary)

Regrets: David Smith, Beth Robinson, Natasha Caverley, Kim Landine

Absent: Henri Albert Saraga

Welcome

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

Agenda

1. Approval of Agenda
2. Acceptance of the September 19, 2013 Minutes
3. Conflict of Interest
4. Information Items
 - Special Certification Committee
 - Status of By-Law Vote
 - Directors Reports
 - Committee Reports
 - Conference 2016
 - Research Conference 2014
 - Meeting with the Nova Scotia Ministry of Health
5. Executive Committee
6. Indigenous Circle By-Laws
7. Committee Updates
8. Director's Updates
9. Reminders
10. Next Meeting
11. Adjournment

1. Approval of the Agenda

Motion: To approve the agenda as presented.

**Moved by Trish McCracken. Seconded by Kiraz Johannsen.
CARRIED.**

2. Acceptance of Minutes

Motion: To accept the minutes of the September 19, 2013 Board Meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Margie Cain. Seconded by Trish McCracken.
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

Special Certification Committee

- The Regulatory Colleges that have been established in Quebec, Nova Scotia and Ontario (April 2014), have criteria for licensure that do not distinguish between AUCC-member institutions and those who are not.
- CCPA has maintained its certification standard such that applicants who have received their degree in Canada must have obtained that degree from an AUCC recognized university.
- There is discussion that must occur regarding the differences for certification and licensure.
- In addition to the AUCC issue, a number of other questions have arisen related to:
 - Vulnerable Sector Check
 - International Applicants
 - Anomalies in CCC paths 4 and 5 related to hours
 - Eligible activities for CECs
- An invitation to participate in the task force has been sent out and a committee has been formed.
- On the Committee will be Jose Domene, Monika Gal, Kim Hollihan, Barb MacCallum, Lorna Martin, Blythe Shepard, David Smith and Michel Turcotte.
- A project plan has been developed and is being refined.
- Barb MacCallum is currently trying to schedule the inaugural teleconference for this Committee.
- It was noted by a Director that it would be useful to have CCPA Continuing Education Credits recognized by the Quebec Orders.

Status of By-Laws

- New by-laws were passed at the CCPA AGM in May 2013.
- Since then some minor modifications have been recommended by legal counsel.
- Legal counsel has determined that the best option would be to conduct an electronic vote regarding these changes.
- The vote regarding the Continuance motion will occur in Victoria at the May 2014 AGM.
- The CCPA Board of Directors approved an electronic vote which closed on October 14, 2013.
- The by-laws were passed with 99.07% of participants voting yes.

Director's Reports

- Reports are due to nicole@ccpa-accp.ca by October 28, 2013.

Committee Reports

- Reports are due to nicole@ccpa-accp.ca by October 28, 2013.

2016 Conference

- CCPA has received a revised MOU from the American Counseling Association (ACA).
- Questions were submitted to ACA and some answers have been received.
- However, not all questions have been answered at this point.
- It is hoped that a final MOU will be available for the November 2013 CCPA Board of Directors meeting.

Research Conference 2014

- The Research Conference will be held in Moncton in collaboration with the Université de Moncton, and UNB Fredericton.
- Acadia University has also agreed to sponsor part of the event.
- Registration and the call for proposals are now available.
- The CCPA President and Past-President will attend on behalf of CCPA

Meeting with the Nova Scotia Ministry of Health and Wellness

- In 2011 the School Counsellors Chapter in conjunction with the CCPA President, developed a letter which was subsequently sent to the various provincial/territorial departments of education.
- The letter described the role and importance of School Counsellors.
- Subsequently, after consultation with the CCPA President, a follow-up letter was sent to Minister Wilson in response to the Nova Scotia Government Press Release entitled “Province Responding to Youth Mental Health, Addictions” by the NS Department of Health and Wellness.
- There was a statement that indicated, “the province is seeking advice from independent national experts on how to enhance mental health supports for children and youth in schools.”
- In its letter to Minister Wilson, CCPA offered assistance in meeting the goal of enhancing mental health supports.
- CCPA indicated that we were available for consultation, collaboration, and resourcing.
- CCPA’s letter further went on to say.

“As a national, bilingual association for the counselling and psychotherapy profession, our focus is on professional learning, research, and advocacy in all areas of our profession. Our Association includes a dedicated chapter for school counselling, and we therefore have a vested interest in ensuring that all children and youth have access to trained school counsellors in every school. In particular, we know that through comprehensive guidance and counselling programs, early intervention and education, and ongoing support by trained professionals, school counsellors can make a positive difference in the lives of children and youth, both as independent professionals and as part of student support teams and referral agents.”

- The letter was signed by Trent Langdon (President, School Counsellors Chapter), Margie Cain (Past President of the School Counsellors Chapter and PEI CCPA Director) and

Lorna Martin (CCPA Past President) as they had been involved in the 2012 letter writing initiative.

- On July 24, 2013 a letter was received from Minister Wilson inviting CCPA representatives to a face-to-face meeting.
- There was a decision made to ask Beth Robinson (NS Director) and Trent Langdon (SC Chapter President) to attend the meeting.
- Subsequent to this decision Trent Langdon declined due to a personal situation and Margie Cain was asked to attend the meeting with Beth.
- After a date for the meeting was obtained, an election was called in Nova Scotia.
- The government has changed from NDP to Liberal.
- The Deputy Minister will now be meeting with Margie and Beth.
- The meeting will be on November 15, 2013.
- Margie, Beth, Barb and Alana (IMPACT) held a teleconference to prepare for the meeting. Alana provided speaking notes and information on protocols and handling the meeting.

5. Executive Committee

- David Smith has stepped down from his role as President Elect.
- He will continue to be Certification Chair.
- As Chair of the Governance Committee, Lorna Martin noted that the by-laws do contemplate this occurrence and so there are ways forward.
- The Executive will let the Board of Directors know of the various options going forward.

Motion: To thank David Smith for his work as CCPA President Elect

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

6. Indigenous Circle By-Laws

- The Indigenous Circle By-Laws have been reviewed twice by the CCPA Executive.
- On October 9, 2013, the CCPA Executive agreed to present the By-laws to the Board for approval.
- Only the English version of the by-laws was available prior to the Board Meeting.
- The French version was sent to the Board of Directors but there was insufficient time for the material to be reviewed.
- Barb MacCallum will send out a motion to the Board of Directors on October 17, 2013 and will ask them to either vote Yes or No with regard to the Indigenous Circle By-Laws.
- The decision to change the name from Aboriginal to Indigenous was discussed by the Circle Executive and was influenced by the Ontario Transitional Council's choice to use the term Indigenous.
- Procedurally, the President of the Circle (Bill Thomas) ensures appropriate communication to the members of the Indigenous Circle with regard to the name change.

7. Committee Updates

Risk Management – Lorna Martin

- Lorna indicated that the Risk Management Committee had reviewed another policy which was subsequently sent to the Quality Assurance Committee.

- The Risk Management Committee will need to meet soon to discuss the risks related to the President Elect stepping down.

Quality Assurance – Gisèle Lalonde

- Gisèle indicated that the Quality Assurance Committee is currently reviewing a number of policies from the various other committees.
- The committee also sought and received clarification on the scope of their work.

Regulation Committee – Trish McCracken

- The Committee will be meeting on October 28, 2013.
- Trish is currently working on a chart to compare CCC requirements to the Ontario registration requirements.
- It was noted that in Quebec there seems to have been an increase in complaints to the Office des Professions related to the Psychotherapy permit.
- The Office des Professions will be developing advertisements/public service announcements to inform the public about the importance of ensuring that they are counseled by licensed mental health professionals.

Governance Committee – Lorna Martin

- One policy is in its final stage of development.
- This policy will be sent to the Quality Assurance Committee in the next two weeks.

Awards – Sara Holland

- The CCPA Indigenous Award has been developed and sent to the Quality Assurance Committee for review.
- The next step would be to send it to the Executive for review.

Working Groups

Advertising Policy

- A policy was developed by the Governance Committee and has been sent to the Quality Assurance Committee.

Northern Initiative – Miriam Duff

- Miriam noted that the webinars have been delayed until December 2013 and January 2014 due to the unavailability of the speakers.
- Miriam Duff (MB/Nunavut Director) and Natasha Caverley (BC/Yukon Director) have been working together to ensure the proper tools are in place so that if desired the Northern Initiative Group may transform into a CCPA Chapter.
- Miriam and Natasha have been reaching out to those members of the Initiative who have shown interest to determine if they would like to assume a leadership role.
- A teleconference number has been put in place.
- Natasha will be monitoring its use.
- Miriam noted that a request will come to the November 2013 CCPA Board meeting to extend the funding of this initiative.

Outreach

- David Smith was chair of this work group.
- David requested some information from Nicole and this was sent to him.
- It was agreed that the information would be forwarded to Blythe and that this work package would be brought forward again at the November 2013 CCPA Board Meeting.

Other

- Barb MacCallum noted that the process for approving policies, awards, programs etc. is Committee to Quality Assurance and/or Risk Management, to Executive Committee and then to the Board.
- If a Committee wishes to have their work on the November 2013 CCPA Board meeting agenda it needs to be received by October 28, 2013 so that it can be translated and time can be reserved for it on the Agenda.
- There was some confusion with regard to Project and Work Packages and Committee work.
- Lorna Martin agreed to create a chart which will be distributed to the Board of Directors.

8. Directors Updates

Newfoundland and Labrador – Tracy Duffy

- The regulation of counselling and psychotherapy in Newfoundland is being discussed.
- A survey has been sent to CCPA NL members and results will be reviewed in a couple of weeks.
- There may be more to report at the Board of Directors meeting.

PEI – Margie Cain

- As noted, Margie will be attending the meeting with the NS Ministry of Health.
- There is no new information regarding the umbrella health act.

QC Anglophone – Kiraz Johannsen

- Kiraz and Henri Albert have distributed a survey to their members regarding Law 21 (Psychotherapy Act).
- Kiraz will have additional details in November 2013.

ON Anglophone – Trish McCracken

- The Jurisprudence Learning module is now available.
- The new College of Registered Psychotherapists of Ontario will only allow payment via bank account transfers.
- They will not accept credit cards or cheques.
- New by-laws for the College were passed.
- These by-laws include the fee structure and insurance requirements.
- There is currently a public consultation underway on the Standards of Practice for the College.

Manitoba – Miriam Duff

- The Manitoba Chapter is doing very well.
- They are conducting a survey of their members.

Alberta – Sara Holland

- This Chapter is moving forward and developing plans.
- Sara indicated that she would brief Blythe Shepard at a later date.

9. Reminders

- Board and Committee reports are due by October 28, 2013.

10. Next Meeting

The November 2013 Board of Directors meeting will be held on **November 23-24, 2013** at the Sheraton Hotel in Ottawa.

11. Adjournment

Motion: To adjourn the meeting.

**Moved by Miriam Duff. Seconded by Kiraz Johannsen.
CARRIED**

President

Date

SUMMARY OF MOTIONS

Motion: To approve the agenda as presented.

**Moved by Trish McCracken. Seconded by Kiraz Johannsen.
CARRIED.**

Motion: To accept the minutes of the September 19, 2013 Board Meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Margie Cain. Seconded by Trish McCracken.
CARRIED.**

Motion: To thank David Smith for his work as CCPA President Elect

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

Motion: To adjourn the meeting.

**Moved by Miriam Duff. Seconded by Kiraz Johannsen.
CARRIED**

Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	5	Determine various options to replace President Elect and provide this information to the Board of Directors.	November 2013	Governance Committee
2	6	Send out electronic vote for Indigenous Circle By-Laws	October 17, 2013.	National Office
3	7	Provide data regarding the Outreach work package to Blythe Shepard	ASAP	National Office