

**CCPA Board Meeting
November 23-24, 2013
Teleconference
8:30-17:00 ET**

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

Guests: Nicole Maurice (CCPA Office Manager), Kim Hollihan (CCPA Senior Project Officer), Alana Baker and Huw Williams (IMPACT)

November 23, 2013

Welcome

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

Agenda

1. Approval of Agenda
2. Acceptance of the October 15, 2013 Minutes
3. Conflict of Interest
4. Information Items
5. Director`s Reports
6. Committee Reports and Committee Motions
7. Accreditation of Agencies Project
8. Media Training
9. Overview of Budget Process
10. Regional Development Fund
11. Committee Reports and Motions
12. Conference Update
13. School Counsellors Chapter Application to the Chapter Support Fund
14. Supervision Competency Profile
15. Next Meeting
16. Adjournment

1. Approval of the Agenda

- The COMPASS AGM will be on Sunday, November 24, 2013.
- School Counsellors Chapter Application to the Chapter Support Fund was added.
- The Supervision Competency Project was added.

Motion: To approve the agenda as amended.

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

2. Acceptance of Minutes

Motion: To accept the minutes of the October 15, 2013 Board Meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Miriam Duff. Seconded by Margie Cain.
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 Margie Cain who indicated that she may have a conflict with agenda item 13 and Blythe Shepard who may have a conflict of interest in item 14.
- Conflict of interest can be declared during the discussion of an agenda item.

4. Information Items

Ethics Committee and Ethics Committee Webinars

- There will be four new members of the Ethics Committee - Complaints division before the end of the year.
- A conference call was held with Glenn Sheppard (former CCPA President, Ethics Committee Chair, Ethics Amicus), Beth Robinson (Ethics Committee Member), Simon Nuttgens (Chair, Complaints Division, Ethics Committee, Cristelle Audet (Chair, Queries Division, Ethics Committee), Lynda Younghusband (former Ethics Chair) and Barb MacCallum.
- It was agreed that a series of 5-6 webinars will be developed and provided to members of the Ethics Committee.
- National Office will be handling the logistics and content of the sessions.
- The people mentioned above will act as presenters at the webinars.
- It has been suggested that the first of these webinars be held prior to the end of 2013.
- This is not possible due to the holiday break.

Executive Committee

- David Smith has stepped down as President Elect.
- There is a need to appoint a consultant to the Executive Committee so that work may proceed.
- Natasha Caverley has agreed to become the consultant until a new President Elect can be elected or appointed.

Public-Facing Website

- Lorna Martin indicated that she has received a number of great resources.
- If Directors find additional resources please send them to Lorna Martin.

Supervision Course

- The next course will be offered by the University of Ottawa from January to April 2014.
- The course is currently oversubscribed.
- The French course is in the process of being adapted for Quebec.

- It is anticipated that the French course will be offered starting in September 2014.

Supervision Workshop

- Beth Robinson has given Supervision Workshops for NSCCT (Nova Scotia College of Counselling Therapists).
- She has also volunteered to conduct an intermediate workshop in May 2014 in Victoria.
- The current workshop is intended for general supervision.
- Perhaps in the future, specialized supervision workshops can be developed.

Awards

- Blythe encouraged everyone to review the CCPA Special Awards and to encourage applications for these awards.

5. Director's Reports

Newfoundland and Labrador – Tracy Duffy

- Sent out a welcome and introductory greeting to all NL CCPA members, providing information about CCPA upcoming events, biographical and contact information for herself, and inviting members to stay connected.
- Similar emails were sent to colleagues/faculty and students at Memorial University.
- Student representative was appointed in September.
- Presented to students at Memorial University (MUN).
- Attended the NLPCA (Newfoundland and Labrador Psychology and Counselling Association) conference.
- There was a recent problem with certifying students from MUN.
- The cohort that has just graduated was missing a specific compulsory course for CCC.
- MUN professors are developing a course for this cohort so that they may become certified.
- The regulation of counselling and psychotherapy in Newfoundland is being discussed and some NL members are quite active in this area.
- Tracy and Barb MacCallum discussed the legislative process with the members interested in regulation.
- Discussions/ telephone meetings were held with other associations to obtain more information on affiliations with CCPA and issues related to regulation.
- This included the staff/ Director of: The NL Board of Examiners for Psychology, The NL Association of Social Workers, NL Counsellors and Psychotherapy Association, and NL Pastoral Care/ practitioners.
- A survey asking CCPA NL members' opinions regarding regulation was sent to NL members.
- The results of the survey are still being reviewed.
- Participated in/attended teleconference meetings for Regulation and Policy standing committee, and the Northern Initiative.
- Liaison for the Private Practice Chapter and has unfortunately not been able to attend any meetings.
- This Private Practitioner's Chapter is thinking about introducing a Chapter award for 2015.

PEI – Margie Cain

- Has written and sent through National Office a letter to her constituents.

- Attended the tri-PD workshop presented to PEI counsellors, social workers and psychologists and other professionals in related fields.
- Has presented to the cohort of students on PEI who are taking the Acadia program in PEI.
- Umbrella legislation is to be tabled in the PEI legislature, however it is not clear what the timing might be.
- Will continue to follow the progress of the legislation.
- A new position has been established by the Ministry of Health: Mental Health and Addictions Director.
- Attended monthly meetings of the Indigenous Circle Chapter.
- As a member of The Awards Committee has attended regular teleconference calls and maintained ongoing email contact.
- Other involvements have included participation on teleconference calls for the Northern Initiative and a short term role on a Northern Initiative Sub-committee.

Nova Scotia – Beth Robinson

- Received and responded to numerous inquiries from individuals interested in learning more about the respective roles, policies and procedures, and membership benefits of CCPA and NSCCT.
- Engaged in the recruitment of Acadia University CCPA Student Representatives for 2013-2014.
- Facilitated a daylong session with those interested in supervising Registered Counselling Therapist Candidates (RCT-Cs). The event was hosted by NSCCT.
- As part of the program orientation at Acadia, outlined the benefits of CCPA membership and provided students with CCPA brochures and website information.
- Participated in a July 15 interview on the Todd Veinotte radio show related to the role of CCPA counsellors in the aftermath of natural and manmade disasters across the country including floods, forest fires, and the Lac Mégantic train derailment and explosion.
- Participated in an August 17 interview on the Scott Simpson radio show responding to the provincial announcement of increased funding for counsellors to address mental health needs of children and youth in Nova Scotia.
- In August 2013 the provincial government committed \$14 million in funding to increase the number of school and agency-based counsellors serving children and youth.
- A significant governmental change resulting from the October 2013 election has raised the question of continued commitment to this funding allocation.
- It will be important to follow this particular initiative.
- Invited meetings with the Minister and Deputy Minister of Health and Wellness were postponed due to the impending election and then cancelled following the change of party in power.
- Margie Cain and Beth now hope to meet with the new Minister of Health and Wellness, Leo Glavine, to highlight the role and contributions of CCPA members.

New Brunswick Anglophone - Kim Landine

- Presented an information session for University of New Brunswick MEd Counselling students.
- New Brunswick is continuing to work on counsellor regulation for the province.
- In New Brunswick, the Bill for counsellor regulation is spear-headed by the Federation working group which is made up of representatives from NBACT (New Brunswick Association of

Counselling Therapists), AFCONB (Association francophone des conseillères et des conseillers en orientation du N.-B.) and NBPCA (New Brunswick Professional Counsellors Association).

- The Federation has worked with the Department of Health as well as the Minister of Health and his staff to discuss the mandate of the Federation and to fine tune the draft Bill.
- Several rounds of consultations and meetings with other health professions, stakeholders and MLAs have taken place and are ongoing.
- Answered and directed questions or concerns of members and potential members in the province
- Worked on the Indigenous Practice Award as a member of Awards Committee.
- Liaison for the Career Counsellors Chapter.
- It was noted that the blogs and tweets of this Chapter have increased greatly.

New Brunswick Francophone – Serge Hall

- Collaborated as a French AFCONB representative with three counselling associations (Federation) in New Brunswick: AFCONB, NBACT and NBPCA, with the goal of obtaining regulation of the counselling profession in New Brunswick.
- The policy person within the NB government who is currently assigned to this legislation has asked the Federation to obtain legal counsel.
- This creates a financial burden for the Federation.
- Informed members of training opportunities offered in French and English in New Brunswick, Nova Scotia and online.
- As liaison to the Animal Assisted Therapy Chapter, attended a meeting and noted the enthusiasm of this group.

QC Anglophone – Kiraz Johannsen

- Currently taking the mandatory Ethics and Record Keeping course provided by the Order of Psychologists.
- As the CCPA liaison attended 2 board meetings of the Quebec Counselling Association (QCA), an affiliate of the CCPA.
- Sent emails/tried to connect with CCPA members in northern and remote areas of Quebec in order to inform/interest them in CCPA's Northern Initiative project.
- As a member on the CCPA's Northern Initiative Subcommittee, regularly attended and participated in the subcommittee's meetings.
- Organized conference call with the CCPA McGill and Concordia Student Representatives – including a former CCPA Quebec Anglophone Director and QCA president – for a CCPA orientation.
- Served as a member on the Regulation and Policy Committee and attended meetings regularly.
- Organizing a work group to support CCPA members in the psychotherapy application process.
- Building alliances with organizations in Quebec that are interested in lobbying the government and insurance companies for 3rd party billing rights for psychotherapists.
- The Office of Professions (governmental organization to protect the public) has recently introduced Law 21 that protects the title of psychotherapist and the activity of psychotherapy, effectively channelling all counsellors in Quebec, who want to continue practicing psychotherapy, into the Orders.
- This would appear to diminish the significance for an association within the Quebec system.
- However, members of all orders have to engage in professional development in order to keep their license.

- Over the past few years CCPA, in connection with its local affiliate QCA, has provided high quality PD events for which CCPA members are earning Continued Educational Credits (CECs).
- These professionals were able to use CCPA CECs to satisfy the professional development credit requirements for the psychotherapy permit application.
- Could be important for CCPA to persuade the Order of Psychologists (OPQ), which is in charge of the administration of the psychotherapy permit, to continue to accept CCPA CECs for licensing purposes after the grandfathering period comes to an end in June 2014.
- It was noted that the rules regarding acceptable CECs are convoluted and being able to use some CECs is dependent on the location (in Quebec or outside of Quebec) at which the course was given.
- Currently the Order of Psychologists charges for CECs to be accepted.

ON Francophone – Verdiane Bukumi

- Just returned from two months in Burundi, East Africa.
- Activities included promoting mental health.
- Participated in meetings with the NCR Chapter.
- Networked with members in this region.
- Looking for ways to increase Francophone participation in CCPA.
- Thanked Trish McCracken for all of the work she has done by creating messages regarding the impending regulations to be sent to the ON members.

ON Anglophone – Trish McCracken

- Sent regular updates to Ontario Anglophones including her experience with the compulsory Jurisprudence Module, and continuing education opportunities.
- Responded to members questions which were mostly about the CRPO (College of Registered Psychotherapists of Ontario)
- Donated some of Ontario Anglophone Director's Fund to the Ontario Alliance of Mental Health Practitioners.
- Developed a PowerPoint on creating a portfolio to prepare members for their applications to the College of Registered Psychotherapists of Ontario.
- Developed a chart indicating how CCCs can meet the registration regulations for the CRPO.
- Shared information with the Ontario Francophone Director.
- Connected to the work of the Transitional Council by reading the Draft By-Laws and responding as a private stakeholder.
- One major issue is the cost to join the College.
- The costs are outlined in the By-Laws.
- Connected to the work of the Transitional Council (TC) by reading and responding as a private stakeholder to the Draft Standards of Practice.
- Invited by the TC to participate in the pilot of the CRPO application process.
- TC asked for a suggested name of someone who is of Indigenous descent who could pilot the applications process.
- Updated the Ontario School Counsellor component on the CCPA Website.
- Approved applications for student representatives from University programs which train counsellors/psychotherapists.

- Attended two meetings as Liaison to the Pastoral and Spiritual Care Chapter.
- Served as Chair of the CCPA Regulation and Policy Committee to establish meetings and agenda, chair meetings and send out minutes of the meetings which took place May 13th, August 19th, and October 28th.
- Attended two webinars in September, one hosted by the Ontario Alliance of Mental Health Practitioners and the other by CCPA, both using the CCPA platform for webinars.
- Attended Board of Directors meetings except for the June meeting due to husband's surgery.
- Attended meetings of the Northern Initiative to represent Ontario's most northern members.

Manitoba – Miriam Duff

- The Manitoba Chapter has been working at developing itself and has grown to over double its initial size.
- A survey of the Chapter members will assist the Chapter Executive to understand members' needs and contribute valuable information to the Chapter's direction.
- The MB Chapter brochure is in its final stages of editing.
- The Chapter has developed a Facebook page.
- Recruitment of student representatives at the province's universities is needed.
- Efforts in the previous year were not fruitful.
- This is an area for further attention and development.
- Providing support for a successful transition from the Northern Initiative's outreach work to the Northern Network's discussion group regarding forming a chapter for practitioners serving Northern and remote communities in Canada is an area of specific focus this year.
- Regulation is a concern that requires further information exchange and discussion at a regional level.
- The presence of other interest groups in the community requires that the Chapter form a position and strategic course regarding advocating for regulation in the Manitoba context.

Saskatchewan – Gisèle Lalonde

- Connected with members through two newsletters.
- Connected specifically with certain Saskatchewan School Counsellors Association members to inquire about requirements in Saskatchewan to be a counsellor.
- Contacted University of Saskatchewan to discuss possibility of presenting a CCPA information session to students in the coming months.
- Attended a CCPA School Counsellor Chapter teleconference.
- Attended a CCPA Northern Initiative Committee teleconference.
- Student representative positions for the University of Saskatchewan and University of Regina remain vacant.
- Worked with the other Quality Assurance Committee members on reviewing documents sent to the committee and participated in a teleconference meeting.
- Plans to offer a brief CCPA presentation to students at University of Saskatchewan and University of Regina before the end of 2013.
- Plans to connect with Saskatchewan members in northern and remote regions.

- Will be sending a short survey to members of Saskatchewan inquiring about interest regarding a potential Chapter for the province.

Alberta – Sara Holland

- Focus was on connecting with CCPA Student Representatives.
- As a member of the Northern Initiative Project, participated in the teleconferences and the various ongoing activities within this initiative.
- As the Chair of the Awards Committee, participated in the following:
- Creating a new award entitled, “Indigenous Award” and a template to determine applicant criteria when preparing to evaluate award submission.
- Establishing award selection committees for the CCPA Awards being recognized in May 2014.
- Continued as the AB/NWT Chapter Liaison, providing a two-way information conduit between the Chapter and the Board.

British Columbia – Natasha Caverley

- Circulated two e-newsletters to the BC and YK CCPA membership.
- As liaison to the Indigenous Circle participated in monthly teleconference calls with the Indigenous Circle Executive.
- In June 2013 engaged in introductory telephone call with BC Chapter Past President, Kathleen Irvine and BC Chapter President-Elect, Paul Yeung.
- In September 2013, participated in the BC Chapter Board Meeting via teleconference which included discussion on the BC Task Force, board recruitment/selection.
- Assisting the BC Chapter Board of Directors in preparing a BC Chapter membership survey.
- As part of the Governance Committee collaborated on the development of seven policies to address current gaps identified by the CCPA Board of Directors.
- As the BC/YK Director worked with select CCPA Board Directors, National Office staff and northern CCPA members to provide networking and professional development opportunities for current CCPA members who offer counselling and psychotherapy services in northern and remote regions in Canada.
- Along with Miriam Duff, provided shared advisory support to the Northern Network as they gather to identify next steps in formalizing their organizational mandate, scope and structure.
- Had a telephone discussion with Anne Marshall (Local Organizing Chair for the 2014 CCPA Conference and University of Victoria Professor) in October 2013 to discuss current needs, issues and communications to aid in planning and roll out of the 2014 CCPA annual conference.
- At present, will be assisting Anne and the CCPA National Office staff with the identification of potential sponsors and advertisers for the 2014 Conference.
- Worked with Barbara MacCallum researching and engaging in advocacy and outreach in BC particularly as it relates to extended health care plan coverage for BC Canadian Certified Counsellors (CCCs).
- Responded to email inquiries from BC and Yukon members – with support from the CCPA National Office staff.

- In August 2013, engaged in a telephone conversation with Mark Kelly (Yukon CCC/CCPA member) regarding Yukon needs and interests in relation to CCPA.
- Mark is an active member and contributor to the CCPA's Northern Network.
- Prepared letters for newly certified and recently re-certified CCCs in BC and YK congratulating them on their achievement.
- As of October 28, 2013—eight out of the nine CCPA Student Representative positions in BC were filled.
- In October 2013, assisted Blythe Shepard (CCPA President) and Barbara MacCallum in writing a letter to the newly created BC First Nations Health Authority (FNHA) congratulating them and introducing CCPA.
- Accepted the position of consultant to the Executive.

6. Committee Updates

Awards – Sara Holland

- The CCPA Indigenous Practitioner Award has been developed and sent to the Quality Assurance Committee for review.
- It is hoped that the Award can get approved as quickly as possible as there is a desire to have the first recipient acknowledged in Victoria in 2014.
- All Awards Committee Sub-Chairs have been recruited with the exception of the Master's Thesis Award.
- Blythe indicated that she may have a colleague who will Chair this sub-committee.
- Blythe will connect with Sara regarding her suggestion.
- The Committee will next be looking at the possibility of providing travel grants for the Research Conference.
- The Committee will also be reviewing all awards to ensure that they are consistent.

Regulation and Policy Committee – Trish McCracken

- The Committee has held two teleconferences since the May 2013 Board of Directors meeting.
- Much focus has been placed on updating the section of the website related to regulation for each province.
- The Regional Directors will be polled every quarter to determine if updates need to occur.
- The committee is also looking at ways to assist students in ON through the transition to regulation.
- Trish has completed work on a chart to compare CCC requirements to the Ontario registration requirements so that CCCs in Ontario are aware of the kind of documentation CCPA would have on file for them.
- One priority is to develop a strategy for helping CCPA student members to manage the regulatory process.
- Future priorities include:
 - How will the policies of the regulatory colleges affect CCPA and its members?
 - Do the policies of the regulatory colleges conflict with CCPA policies?
 - To keep knowledgeable about the national picture with up-to-date and accurate website information.

- Outreach to directors for updates on regulation and to review their components on the CCPA Website will occur quarterly with the next outreach to Directors in January 2014.

Risk Management – Lorna Martin

- With the resignation of David Smith, Lorna has assumed the role of Chair.
- The Risk Management Committee accomplished the following tasks during this reporting period:
 - Created a secure electronic platform for the sharing of confidential documents
 - Identified areas of CCPA structure that held highest priority risks requiring management
 - Reviewed 6 policies created by the Governance Committee

Quality Assurance Committee (QAC) – Beth Robinson

- As of the May 2013 CCPA Board meetings the Quality Assurance Committee (QAC) was at a very early stage of development.
- Its first task was to clarify the QAC mandate and member roles.
- Next task was to establish a process and timeline for effective and efficient review of documents submitted.
- Also became apparent that linguistic considerations were salient to the committee composition.
- Therefore, Barb MacCallum arranged for draft document translation to ensure that French and English versions are available for committee perusal.
- At this time, the QAC is well under way with respect to receipt and review of documents.

Governance Committee – Lorna Martin

- The Governance Committee accomplished the following tasks in this reporting period:
- Created 6 policies to address gaps identified by Board in May 2013:
 - Public image and media relations
 - Oversight of partnerships/external committees of CCPA
 - CCPA's internal board communications
 - CCPA's membership opinion research, consultation and engagement
 - Advertising of CCPA's membership status to the general public
 - Financial investments
- Compliance adjustments to May 2013 by-laws until vote for continuance in May 2014.
- Electronic vote on by-laws by Board of Directors and CCPA membership with assistance of executive committee, CEO and legal counsel.
- Update of governance manual.
- Creation and dissemination of recruitment calls for the President Elect, Aboriginal Director and Quebec Francophone positions.

Northern Initiative – Miriam Duff

- Miriam Duff noted that the webinars have been delayed until December 2013 and January 2014 due to the unavailability of the speakers.

- Miriam Duff and Natasha Caverley 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.
- A list of all documents related to this project have been placed on a Google drive.
- Natasha will be monitoring its use.
- Miriam put forward a motion to the November 2013 CCPA Board meeting to extend the funding of this initiative due to the delays in scheduling the webinars.

Motion: That the CCPA Board grant continuance of funding previously allotted for the Northern Initiative activities in the 2013-2014 budget year into the 2014-2015 budget.

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

7. Accreditation of Agencies

- Kim Hollihan from National Office provided an overview of the Agency Accreditation project and an update on the current status and plans for the project.

8. Media Training

- Alana Baker (Director of Public Affairs) and Huw Williams (President) of Impact provided the Board with media training.
- It was noted that the key messages presented were developed for consideration of the Board and are not final.

November 24, 2013

9. Overview of Budget Process

- Barb MacCallum presented on the budget process.
- It was noted that the budget for this year had three new factors to consider:
 - Pending proclamation of the Psychotherapy Act in Ontario (April 2014)
 - The effect of Law 21 on Quebec members
 - COMPASS
- The anticipated effects of these events are provided for in the budget.
- The budget is very conservative with regard to revenue due to potential losses of members in Ontario and Quebec.

10. Regional Development Fund

- In July 2013, CCPA began to collect \$10 less tax from each member for a Regional Development Fund.
- Policies and procedures need to be developed for this fund so that no abuse or misuse occurs.
- Policy and Procedure Considerations
 - Equitable and fair.
 - Recognition of cultural contexts.

- May include consumer events – a workshop for consumers sponsored by CCPA to show that CCPA focuses on public protection and professional advocacy. This will help with consumer education.
- Must be clear on how and how not to use the Fund.
- There must be an identified need that cannot be met by an existing structure.
- This fund will help level the playing field for rural and remote areas.
- Application criteria must be clear and unambiguous.
- Policies and Procedures will be developed by the Governance Committee.
- Annually the Board will make a choice based on ideas submitted.
- The Executive may suggest one idea that will be used for the first year of the Fund.
- At this point the Leaders of Tomorrow idea seems like one that could be popular.
- The following ideas were suggested by the Executive. Additional ideas will be generated from the Board of Directors.
 - Consumer and practitioner regional events – workshops, prominent lecturers.
 - Northern Initiative funding to further expand CCPA's presence in the North
 - Networking
 - Regional marketing
 - Regulatory workshops for unregulated regions
 - Leaders of Tomorrow forum
 - Regional think tanks
 - Research
 - Disaster Relief Training Workshops
 - Chapter events

11. Committee and Work Package Reports and Motions

Awards Committee

- The following are future activities for the Awards Committee.
 - Increasing awareness of CCPA and CCPA Chapters Awards.
 - Evaluation of recent award changes (awards offered, monetary value etc.) pertaining to applicant interest.
 - Longitudinal data may not exist regarding the number of applications for each award.
 - Development of Research Travel Grant Awards and Research Student Travel Grant Awards.
 - Creation of a graduate student leadership award.
 - A policy on how often a member can win the same award.

Regulation and Policy Committee

Ontario

The following issues relate to areas where CCPA may be able to assist ON members:

- Create a roadmap re grandparenting and regular routes for Ontario student members – perhaps a flow chart, PowerPoint, stepping stones, calendar or bookmark.
- Remind members not to be last minute.
- Help students to understand how to count supervised hours (in formal degree training programs) and currency hours.

- Remind members to read the 45 pages of answers (now posted on the CCPA website) from the CCPA Webinar and to read the Alliance website re the Alliance Webinar.
- Encourage Ontario members to keep track of what activities they are doing and have done related to the Quality Assurance program put in place by the Transitional Council.
- In regard to the Quality Assurance program develop a plan for future activities.
- Continue to monitor what the students' needs are and encourage the students to ask for support as needed.
- Need to know where the faculty (counsellor educators) are in the process of informing the students about the CRPO and its processes.
- Get the message out not to panic!
- Look at the role student reps might play.
- Write for the student newsletter.

Quebec

- Kiraz shared the course information related to the Compulsory Record Keeping Course offered in Quebec.
- The course is mostly about professional issues and ethics and predominantly psychologist-based.
- Part two has a unit on Record Keeping.

Newfoundland/Labrador

- Newfoundland/Labrador hired a consultant to take submissions for regulation.
- There is a great deal of enthusiasm in NL but it is important that the appropriate process be followed.
- The Committee formed to look at regulation is quite small.
- Director Tracy Duffy will try to increase the size of the committee.
- Tracy declared a conflict of interest re her day job and lobbying.
- Tracy will consult Peter Barnes (Pastoral Care Chapter) and ask him to join the committee.
- The CCPA office will assist in reviewing the submission if requested.
- The following questions are also being asked:
 - “How do you sustain a college in Newfoundland/Labrador?”
 - “Is there enough support?”
 - “Will there be political controversy?”

Possible Activities for the Committee

- A suggestion was made to have IMPACT and the CPPA staff work to develop a bookmark, brochure or other strategy to emphasize collaborative inclusive approach to developing this resource.
- A discussion took place about a calendar idea to highlight what and when members should be doing things to be up-to-date with the application process to a regulatory college to help overcome denial or resistance in preparing for the changes.
- CCPA office staff will share and seek input as the strategy evolves.

Risk Management Committee – Lorna Martin

- This Committee will review the CCPA budget to determine potential financial risks in the next fiscal year.

Governance Committee

- The Committee has completed 6 policies which have been reviewed by the Quality Assurance Committee, the Executive Committee and the Risk Management Committee.
- The policies are now ready for review by the Board of Directors.

Motion: to approve policy 12.2 CCPA's Public Image and Media Relations in principle pending the inclusion of a new subheading related to Board consultation and collaboration.

**Moved by Serge Hall. Seconded by Kiraz Johanssen.
CARRIED.**

Motion: To approve policy 12.9 Oversight of Partnerships with and External Committees of CCPA as presented.

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

- The suggestion was made that we replace the word national with pan-Canadian.

Motion: To approve policy 12.13 Internal Board Communications as presented.

**Moved by Kiraz Johanssen. Seconded by Beth Robinson.
CARRIED.**

- The suggestion was made to use the phrase "The Board or individual directors" instead of "individual Board Directors".

Motion: To approve policy 12.14 CCPA's Membership Opinion Research, Consultation and Engagement as presented.

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

Motion: To approve policy 12.15 Advertising of CCPA membership status as presented.

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

Motion: To approve policy 12.16 CCPA's Financial Investments as presented.

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

Motion: To approve all of the recommendations outlined in the Advertising of CCPA membership status to the general public report (which includes Directive 12.15 CCPA Membership Advertising) in the CCPA Governance Manual.

**Moved by Natasha Caverley. Seconded by Tracy Duffy.
CARRIED.**

Work Packages

Fee Schedule Survey

- Natasha, Barb, Lorna and Tracy have agreed to work on this survey to determine the fees currently being charged by our members to their clients.

Northern Initiative

- Have established a list of all documents related to this project on a Google drive.
- Natasha and Miriam will continue to meet via telephone.
- A report will be submitted in May 2014.
- At that point in time the Committee's work will be completed.

COGNICA Review

- The National Office is currently conducting a survey regarding COGNICA.
- The survey covers items such as print format, types of articles, number per year etc.
- Results of the survey will be provided to this committee by National Office.

Regional Development Fund

- The Board of Directors broke into groups and spent about 15 minutes discussing possible uses of the Fund.
- Additional ideas presented were:
 - Develop forums or activities specifically for student representatives
 - Use the fund to develop a presence in regions of the country where we have fewer members
 - Plan activities for members who live in rural areas
 - Travel subsidies
 - Access to literature
 - Funds for teleconferencing
 - Subscriptions to resources
 - Research planning session
 - Pan-Canadian interest specific meeting
 - The 50th anniversary
 - Attending or organizing a northern conference
 - Appointment calendar (for ON it could have the critical dates and suggestion for getting ready for application to the new College)
 - Recognizing founding members at 50th anniversary
 - Subsidies for translation
 - Career fair
- CCPA may wish to illustrate categories of uses of the fund in the following areas: Professional Development, Leadership, Advancing the Profession, Outreach.

- Additional work needs to be done with regard to policies and procedures especially with regard to how ideas are generated and which ideas are selected.
- The Executive will continue to discuss how to frame the work that must be done.
- A more formal request and discussion will occur at the February 2014 Board of Director's meeting.

12. School Counsellors Chapter Application to the Chapter Support Fund

- Margie Cain left the meeting during this discussion due to a conflict of interest. She was a member of the team that developed the application.
- The School Counsellors Chapter submitted an application to the Chapter Support Fund to assist them in establishing a Canadian School Counsellor's Week in February 2014.
- The Executive reviewed the proposal and recommended that the Chapter be granted \$3,000.
- There are however, some reservations with regard to certain materials to be developed.
- These will be articulated to the Chapter President Trent Langdon.

Motion: to approve the allocation of \$3,000 to the School Counsellors Chapter from the Chapter Support Fund on the condition that all activities and products are in compliance with CCPA policies and are confirmed in advance by the CCPA President or designate.

**Moved by Beth Robinson. Seconded by Serge Hall.
CARRIED.**

13. Supervision Competency Project

- Blythe Shepard submitted a proposal to the Executive related to developing competencies for Supervisors.
- This would enhance and strengthen the CCC-S designation.
- The Executive approved the project in principle and asked Blythe to develop a two page summary.
- This summary was provided to Board members.
- The project will be placed into the draft 2014-2015 budget.

14. Conference Updates

2014 Victoria

- This is a very complicated conference to plan as it involves both CCPA and IAC (International Association for Counselling).
- There was concern expressed over the lack of a female keynote.
- Unfortunately due to the complexities of this conference it was not possible to have a female keynote.
- The concern has been noted for future events.

2015 Niagara Falls

- It has been difficult finding local volunteers.
- The membership was polled with regard to keynotes and Nicole Maurice is currently investigating availability and costs.

2016 Conference

- This conference was to be held in St. John's NL, however CCPA learned that the American Counselling Association will be holding its 2016 Conference in Montreal.
- CCPA investigated the possibility of a joint conference in 2016 with ACA.
- An MOU has been developed and revised several times.
- The final draft of the MOU has been received and it is most likely the best that can be done.
- Therefore motions are required regarding the 2016 and 2017 conferences.

Motion: To designate Montreal, Quebec as the location for the 2016 CCPA Annual Conference.

**Moved by Beth Robinson. Seconded by Lorna Martin.
CARRIED.**

Motion: To designate St. John's NL as the location for the 2017 CCPA Annual Conference.

**Moved by Tracy Duffy. Seconded by Kiraz Johannsen.
CARRIED.**

2018 - Winnipeg

- The last time that the CCPA conference was held in Winnipeg was in 2004.
- It has been proposed that the 2018 conference be held in Winnipeg.

Motion: To designate Winnipeg, Manitoba as the location for the 2018 CCPA Annual Conference.

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

15. Next Meeting

- The December 2013 Board of Directors teleconference may be cancelled.
- The January meeting will be held on January 16, 2014 at 1900 ET.

16. Adjournment

Motion: To adjourn the meeting.

**Moved by Serge Hall. Seconded by Kiraz Johannsen.
CARRIED**

President

Date

SUMMARY OF MOTIONS

Motion: To approve the agenda as amended.

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

Motion: To accept the minutes of the October 15, 2013 Board Meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Miriam Duff. Seconded by Margie Cain.
CARRIED.**

Motion: That the CCPA Board grant continuance of funding previously allotted for the Northern Initiative activities in the 2013-2014 budget year into the 2014-2015 fiscal year's budget.

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

Motion: to approve policy 12.2 CCPA's Public Image and Media Relations in principle pending the inclusion of a new subheading related to Board consultation and collaboration.

**Moved by Serge Hall. Seconded by Kiraz Johanssen.
CARRIED.**

Motion: To approve policy 12.9 Oversight of Partnerships with and External Committees of CCPA as presented.

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

Motion: To approve policy 12.13 Internal Board Communications as presented.

**Moved by Kiraz Johanssen. Seconded by Beth Robinson.
CARRIED.**

Motion: To approve policy 12.14 CCPA's Membership Opinion Research, Consultation and Engagement as presented.

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

Motion: To approve policy 12.15 Advertising of CCPA membership status as presented.

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

Motion: To approve policy 12.16 CCPA's Financial Investments as presented.

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

Motion: To approve all of the recommendations outlined in the Advertising of CCPA membership status to the general public report (which includes Directive 12.15 CCPA Membership Advertising) in the CCPA Governance Manual.

**Moved by Natasha Caverley. Seconded by Tracy Duffy.
CARRIED.**

Motion: to approve the allocation of \$3,000 to the School Counsellors Chapter from the Chapter Support Fund on the condition that all activities and products are in compliance with CCPA policies and are confirmed in advance by the CCPA President or designate.

**Moved by Beth Robinson. Seconded by Serge Hall.
CARRIED.**

Motion: To designate Montreal, Quebec as the location for the 2016 CCPA Annual Conference.

**Moved by Beth Robinson. Seconded by Lorna Martin.
CARRIED.**

Motion: To designate St. John's NL as the location for the 2017 CCPA Annual Conference.

**Moved by Tracy Duffy. Seconded by Kiraz Johannsen.
CARRIED.**

Motion: To designate Winnipeg, Manitoba as the location for the 2018 CCPA Annual Conference.

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

Motion: To adjourn the meeting.

**Moved by Serge Hall. Seconded by Kiraz Johannsen.
CARRIED**

SUMMARY OF ACTION ITEMS

Task Number	Minute Reference	Task	Date	Responsibility
1	4	Review the CCPA Special Awards and encourage applications for these awards.	Dec 15, 2013	Board of Directors
2	10	Develop policies and procedures for the Regional Development Fund.	ASAP	Governance Committee