

**CCPA Board Meeting
August 21, 2014
Teleconference
19:00-20:15 (ET)**

Present: Blythe Shepard (Chair), Lorna Martin, Natasha Caverley, Miriam Duff, Beth Robinson, Trish McCracken, Sarah Holland, Tracy Duffy, Kiraz Johannsen, Michel Turcotte, Ashley Phillips, Bill Thomas, Barbara MacCallum (Secretary)

Regrets: Kim Landine, Gisèle Lalonde, Serge Hall, Margie Cain

Absent: Verdiane Bukumi

Welcome

- Blythe welcomed everyone and thanked them for attending the meeting.
- Blythe noted that she will be contacting each Director over the next two weeks to arrange for a telephone call or a Skype session.

Agenda

1. Approval of Agenda
2. Acceptance of the July 17, 2014 Minutes
3. Conflict of Interest
4. Information Items
5. Legislative Support Fund
6. Legislative Support Fund Application – BC Chapter
7. Legislative Support Fund Application – New Brunswick Federation
8. Research Meeting
9. Awards Committee
10. 50th Anniversary
11. Conference App
12. Next Meeting
13. Adjournment

1. Approval of the Agenda

Motion: To approve the agenda as presented

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

2. Acceptance of Minutes

It was noted that there is a comma missing after Trish McCracken's name in the list of attendees.

Motion: To accept the minutes of the July 17, 2014 meeting as amended as accurately reflecting the discussions and decisions of the Board.

**Moved by Natasha Caverley. Seconded by Bill Thomas.
CARRIED.**

3. Conflict of Interest

- All attendees confirmed that they did not have a conflict of interest with regard to any of the agenda.
- A declaration of conflict may be made at any time during the meeting.

4. Information Items

CACEP-CCC Review Phase 1

- In 2013, two Task Forces (CCC and CACEP) were formed at the request of the CCPA President Blythe Shepard.
- The CCC Task Force was formed to consider changes that had been under discussion for a period of time. The major discussion centred on the acceptance of CCC applicants from non-AUCC institutions. The other Task Force was formed to review CACEP, CCPA's accreditation program for institutions.
- The Task Forces worked independently of each other.
- However, it was noted that there is a strong connection between CACEP and the CCC program and that a different approach to the work of the Task Groups might be advisable.
- While in Victoria at the 2014 CCPA conference, it was suggested that a two day meeting be convened in Ottawa to resolve the issues that have been raised as a result of the work of both Task Forces and to ensure that there is congruence between these two programs.
- The meeting was convened in Ottawa on July 14-15, 2014. The attendees at the meeting were:
 - Dr. Bill Borgen (CACEP Co-Chair, President Emeritus, CCPA)
 - Dr. Sharon Robertson (CACEP Co-Chair, President Emeritus, CCPA)
 - Dr. Blythe Shepard (President, CCPA)
 - Dr. Lorna Martin (Past President, CCPA)
 - Dr. David Smith (Chair Certification Committee)
 - Dr. Kim Hollihan (CCC-S Registrar)
 - Monika Gal (CCC Registrar)
 - Barbara MacCallum (CCPA, CEO)
- The meeting was facilitated by Tony Nash, a certified facilitator and Moira White a third-party report writer.
- The purpose of the two day meeting was
 - To reach consensus on the future operations of CACEP;
 - To consider the implications of aligning CACEP and CCC;
 - To clarify and finalize the AUCC/CCC question.
- At the completion of the meeting the following decisions were made:
- With regard to the relationship between CCC and AUCC:
 - That there would be the consideration of opening the CCC process to non-AUCC institutions. However, there was discussion that the change to allow non-AUCC institution graduates to apply for CCC might be premature. It may be prudent to revamp CACEP requirements and allow non-AUCC institutions to apply for accreditation. If a program was accredited, then the graduates of these programs would be fast-tracked for CCC.
- With regard to CACEP, a two phase project plan was conceived.

- Phase I would involve the development of a background paper which would be presented to the CCPA Board of Directors in November 2014. The purpose of this paper would be to achieve the following:
 - Educate the board on the importance of program accreditation to the counselling/psychotherapy profession
 - Gain Board endorsement for the financial commitment required to launch a revamped CACEP program.
- There was agreement among the meeting participants that the long-term goals of the Association needed to be transparent and communicated to appropriate stakeholders and that the Association needs to have a clear position and goals with respect to certification and accreditation.
- Phase 2 of this project would involve the revamping and remarketing of CACEP should the CCPA Board of Directors decide to proceed in that manner.
- It was also noted that a commitment would be made to the Board that measurable outcomes and goals for the new “CACEP” would be a part of the revamping of the CACEP program should Phase 2 be approved.
- Since the July meeting a project plan was developed and a consultant has been hired to conduct the research required to write the paper to be delivered to the Board of Directors in November 2014.
- Blythe also noted that a Certification Committee meeting is being planned for January 2015.
- At that meeting CCC specific issues will be discussed.

Advocacy Grassroots Project

- Letters have been sent to the MPs of the Directors who indicated that they wanted to be involved in this project.
- Directors are encouraged to participate if they can.
- At this time, CCPA has not received any response to the requests for meetings.

Director Positions

- Current members of the Board must resubmit their paperwork if they are staying for a second term.
- Directors are asked to indicate whether they will continue on the Board to Blythe Shepard by mid-September.
- Bill Thomas, CCPA Indigenous Director, requested clarification on the process to be used for the Indigenous Director.
- Blythe Shepard indicated that she would speak to Bill Thomas about the process to be used for the Indigenous Director.

Director Fall Newsletters

- Directors are encouraged to highlight the following items.
 - The changes to the award program.
 - Deadline for submission for an award is December 15, 2014.
 - Conference proposal submissions for 2015 – deadline is October 20, 2014.

- Notice of elections – deadline for submission or an application for a director position is December 15, 2014.

Director, National Stakeholder Relations

- Kim Hollihan is now full-time with the association.
- Her role related to Advocacy has been expanded.
- Kim will be handling the public affairs portfolio for the Association as well as being a liaison to the Board of Directors and the Board Committees.
- Board reports are due on October 20, 2014.

5. Legislative Support Fund

- In order to satisfy the requests from the Legislative Support Fund the following motion is required.

Motion: To allocate \$10,000 to the Legislative Support Fund for fiscal 2014-2015.

**Moved by Beth Robinson. Seconded by Miriam Duff.
CARRIED.**

6. Legislative Support Fund Application – BC Chapter

- The BC Chapter applied for funding from the Legislative Support Fund in June 2014.
- The BC Chapter was awarded \$3,470.00 at the July 2014 Board of Directors meeting.
- Subsequently, the BC Chapter learned that instead of \$10 per member, \$17 per member was required.
- This is due to increased lobbying efforts by FACT-BC.
- The Chapter's application was revamped and sent to the Executive Committee.
- The Executive Committee has reviewed the application and requests that the CCPA Board of Directors support the application.
- The revised application was sent to the CCPA Board under separate cover.

Motion: To approve the BC Chapter application to the Legislative Support Fund for \$2,429.00.

**Moved by Natasha Caverley. Seconded by Ashley Phillips.
CARRIED**

7. Legislative Support Fund Application – New Brunswick Federation

- The New Brunswick Federation has applied for \$3,000 from the Legislative Support Fund.
- The application was sent to the Board of Directors under separate cover.
- The Executive Committee has reviewed the application and requests that the CCPA Board support the application.
- It was noted that a New Brunswick provincial election was called on August 21, 2014.
- This will further delay the progress of regulation in New Brunswick.
- The Federation has also been assigned a new advisor by the provincial government.

Motion: To approve the NB Federation application to the Legislative Support Fund for \$3,000.

**Moved by Beth Robinson. Seconded by Bill Thomas.
CARRIED**

8. Position Paper

- In June 2014 a series of informal discussions arose regarding the interplay amongst ethics, counselling standards and practice, social justice, religious freedoms, human rights and the Canadian and provincial legal systems when they are not aligned within the context of counselling and psychotherapy.
- In order to address this issue it is proposed that a Task Group of CCPA members who are interested in this subject be convened to develop a position paper with the intention of providing data for a statement by the Association on the matter.
- A document was sent to the Board of Directors under separate cover to provide the structure and anticipated costs for the work of the Task Group.
- The following comments were made regarding the proposed project:
 - There is a desire to ensure that the CCPA Code of Ethics plays a role in the discussion.
 - It would be preferable that the research group is diverse e.g. a balance between male and female, educational credentials, counselling experience, practice types, work settings etc.
 - It was noted that the original intent was to allow the Chapters to choose representatives so that there was no perception of influence with regard to the construction of the research group.
 - There was a request to include the Indigenous Circle.
 - There was disagreement with regard to the inclusion of two members from the selected chapters.
 - The draft discussion paper should be reviewed by interested members of the CCPA Board of Directors as well as the CCPA Executive Committee.
- Barb MacCallum will revise the project proposal to accommodate these requests and recirculate to the CCPA Board of Directors.

Motion: To allocate \$16,000 from the reserve fund for the Research Project.

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

9. Awards Committee Update

- As per the discussion at the May 2014 Board meeting an Awards survey was conducted.
- Sarah Holland, Chair of the Awards Committee, will consult with the Awards Committee to determine if they want the survey results to be sent to the Board of Directors.
- Sarah indicated that the results of the survey were very surprising as they indicated that members did not know that CCPA had an awards program.
- This is very disturbing given the number of emails sent about the program and the prominent place given to the Awards program on the website.

- It is hoped that the poster developed by National Office and that contacting the Student Reps to encourage them to communicate the existence of the program to students will result in a larger number of applications.
- It was also noted that many respondents indicated that they did not feel comfortable nominating themselves for an award or that they did not seek this kind of approval
- Directors were encouraged to notify their constituents about the program and to look for suitable candidates.
- It may also be possible to re-energize the Ambassador program.
- Sarah thanked the Board of Directors for approving the increase in the award amounts.

10. 50th Anniversary Celebrations

- At the May 2014 Board meeting, Board members requested that National Office look into special t-shirts for the 50th Anniversary Conference.
- Following are the costs for the T-Shirts and another option which is a poncho.
- One concern with the T-Shirts is that sizing is always a problem.
- T-Shirts would be around \$3,500.

Alstyle # 1301 Short sleeve T-shirt 100 % Cotton Tubular Jersey	Non Woven Poncho
1 colour (available in about 40 different colors) Imprint in 1 Location	1 colour (comes in black, white, blue and green...red is discontinued) Imprint in 1 Location
\$ 5.55 – Small – X Large \$ 7.70 – 2 X Large \$ 8.70 – 3X Large	\$7.25
Setup: \$ 30.00	Setup: \$ 50.00
https://www.alstyle.com/product/style/1301	http://www.debcosolutions.com/EN-US/category.aspx?&categoryGUID=18cbee a7-5043-42b9-9a65-005eaae04695&categoryID=NW6984&categoryLevel=2&pricing=CAD

- Further discussion resulted in the decision to focus on the Conference App and to not pursue the T-Shirts and Ponchos.

11. Conference App

- Several requests have been made to develop a conference app which would allow conference participants to have a complete interactive program of the conference on their cell phone.
- The app will cost between \$3,000 and \$7,000 depending on how sophisticated we want the app to be.
- Barb MacCallum will consult with Nicole Maurice, CCPA Office Manager, to determine if the conference app can be reused or if it is a one-time application.
- It was also suggested that CCPA consider a CCPA app which would have broader functionality than a conference app.

- Technology must be taken into consideration i.e. iPhones vs. Android vs. Blackberry technology.
- Once further information is available, Barb MacCallum will communicate this information to the Board of Directors.

12. Next Meeting

- The next meeting will be held on September 18, 2014 at 13:00 ET

13. Adjournment

Motion: To adjourn the meeting.

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

President

Date

SUMMARY OF MOTIONS

Motion: To approve the agenda as presented

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

Motion: To accept the minutes of the July 21, 2014 meeting as amended as accurately reflecting the discussions and decisions of the Board.

**Moved by Natasha Caverley. Seconded by Bill Thomas.
CARRIED.**

Motion: To allocate \$10,000 to the Legislative Support Fund for fiscal 2014-2015.

**Moved by Beth Robinson. Seconded by Miriam Duff.
CARRIED.**

Motion: To approve the BC Chapter application to the Legislative Support Fund for \$2,429.00.

**Moved by Natasha Caverley. Seconded by Ashley Phillips.
CARRIED**

Motion: To approve the NB Federation application to the Legislative Support Fund for \$3,000.

**Moved by Beth Robinson. Seconded by Bill Thomas.
CARRIED**

Motion: To allocate \$16,000 from the reserve fund for the Research Project.

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

Motion: To adjourn the meeting.

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

Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	4	Directors are asked to indicate whether they will continue on the Board to Blythe Shepard by mid-September.	September 15, 2014	Directors
2	8	Revise position paper and re-circulate to Board of Directors	ASAP	Barb MacCallum
3	9	Determine if Awards Survey should be distributed to the Board of Directors	ASAP	Sarah Holland
4	11	Provide additional information on the options for a conference app or a CCPA app.	Mid-September	Barb MacCallum / Nicole Maurice