

**CCPA Board Meeting
November 15-16, 2014
Ottawa, ON
8:30-17:00**

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

Regrets: Gisèle Lalonde, Kim Landine, Lorna Martin

Guests: Nicole Maurice, Kim Hollihan

Welcome

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

Agenda

1. Approval of Agenda
2. Acceptance of the September 18, 2014 Minutes
3. Conflict of Interest
4. Information Items
5. Director's Reports including Chapter Liaison Reports
6. President's Report
7. Accreditation of Agencies –Wrap-up Report
8. Director's Expense per diems
9. Committee Reports and Committee Motions
10. CACEP (Council on the Accreditation of Counsellor Education Programs) – Part 1
11. Discussion Period
12. Review of Day 1
13. Overview of Budget Process
14. Committee Reports and Motions
15. Alberta-NWT Chapter By-Law Amendments
16. CACEP (Council on the Accreditation of Counsellor Education Programs) – Part 2
17. Advice to the Incoming Board
18. Summary and Feedback
19. Next Meeting
20. Adjournment

November 15, 2014

1. **Approval of the Agenda**

The following items were deleted from the agenda:

- COMPASS AGM
- BC Chapter By-Law amendments

Motion: To approve the agenda as amended.

**Moved by Bill Thomas. Seconded by Sarah Holland.
CARRIED.**

2. **Acceptance of Minutes**

Motion: To accept the minutes of the September 18, 2014 meeting as amended as accurately reflecting the discussions and decisions of the Board.

**Moved by Kiraz Johannsen. Seconded by Beth Robinson.
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.
- A declaration of conflict may be made at any time during the meeting.

4. **Information Items**

Board Nominations

- Please remember that Board Nomination paperwork must be received by the National Office by December 15, 2014 at midnight ET.
- All Directors planning to continue on the Board must submit their paperwork.
- The Board Recruitment Webinar is available on the website.

Niagara Falls Conference Update

- Call for proposals resulted in 153 English applications and 2 French applications.
- Proposals are currently being adjudicated.
- Video is under production.
- All other items are on schedule.
- It was noted that we need a strategy to encourage the submission of more proposals in French.
- On November 14, 2014 ACA (The American Counselling Association) sent an email blast to all of their members within 1,000 miles of Niagara Falls.

Photos/CCPA Brochures

- Mark Kelly took a series of northern pictures for CCPA.
- Nicole has reviewed the pictures and chosen ones that are suitable.
- She is currently waiting for the production version of her choices from Mark.

IAC 50th Anniversary

- IAC will celebrate its 50th Anniversary at its conference in Malta in 2016.
- The IAC conference organizers may be approaching a number of associations to see if there is interest in sponsoring 2 delegates (from the association) to come and celebrate in Malta in 2016.
- More information is to be supplied by IAC at a later date.
- The Executive Committee discussed whether CCPA would sponsor two delegates.
- It was suggested that Blythe Shepard ask IAC to sponsor two delegates to the CCPA 50th anniversary celebration (Niagara Falls 2015).
- CCPA would provide free conference registration (but not travel or hotel) for these two delegates.
- In turn CCPA would request a reciprocal action from IAC for two CCPA delegates to go to the IAC Conference i.e. IAC would provide two complementary conference registrations.

Special Awards

- The deadline for all awards is December 15, 2014.
- Please note that Special Awards nominations are also due at that time.
- A notice will be sent to all members of CCPA on November 17, 2014.

Supervision Course (University of Ottawa)

- The enrollment at this time is 8.
- Discussions are ongoing with respect to the format and length of the course and the technology being used.
- The course may be revamped based on the feedback received.

Clinical Supervision Competency Profile

- Ottawa Working Group Meetings will be held on November 17-18, 2014
- Co-Chairs: Blythe Shepard and Beth Robinson

Background

- The development of a competency-based clinical supervision profile will contribute to greater accountability to the profession of counselling and psychotherapy.
- The primary purpose of this project is to ultimately develop a supervision competency profile framework which will serve as a foundational set of documents to support the Canadian Certified Counsellor-Supervisor (CCC-S) designation.
- To support the certificate and to promote and encourage the provision of effective and ethical supervision, a handbook on supervision was published by CCPA in 2012, *Supervision of counselling and psychotherapy: A handbook for Canadian Certified Supervisors and applicants*.
- In the works is a textbook, **Supervision of the Canadian Counselling and Psychotherapy Profession**, to be published in 2015.
- The textbook will support the certificate program and provide a venue for Canadian counsellors/psychotherapists to share their wisdom.
- The textbook will also be used as the text for the EDU7000 course.

- As a next step to support the CCC-S designation, is the development of supervision competencies.

Over the past few months Beth and Blythe have:

- Developed terms of reference for the Supervisor Competency Profile Working Group.
- Undertaken reading about supervision and the importance of competency-based clinical supervision from a supplied list of readings (and sent selected readings to the committee).
- Begun the work of cataloguing, researching and developing sample materials related to national and international clinical supervision competency profiles.
- Carol Falender, author of the books *Clinical Supervision: A Competency-based Approach* and co-editor of *Casebook for Clinical Supervision: A Competency-based Approach*, and Janine Bernard author of *Fundamentals of Clinical Supervision*, co-authored with Rodney Goodyear, which is in its 5th edition and is the most widely used text in counselor education and counseling psychology programs in the United States and Canada will join the meeting by SKYPE.
- They are going to assist us in identifying the critical components of clinical supervision, and the skill sets required to supervise effectively.
- Formed a working group: John Driscoll, Liette Goyer, Mark MacAulay, Anne Marshall, Simon Nuttgens, and David Paré.

Next few months.

- Explore expert clinical supervisors' theories (N=6-8), practices, and experiences of supervision to better understand the processes of effective supervision.
- Develop a draft competency profile.
- Validate the profile by developing a survey based on interviews and draft profile to be distributed electronically to CCPA members who identify as supervisors (include criteria based on CCC-S).

Ethics Case Book

- The Ethics Case Book has been completed and has been given to Nicole Maurice (CCPA Office Manager).
- The goal is to launch the book on or before the Niagara Falls Conference.

Supervision Textbook

- October and November 2014 Schedule
 - Return 15 chapters to authors by end of October/early November
 - Authors make changes by end of November 2014.
 - Continue to read selected chapters and then send to each other for further reflection.
- Blythe and Beth to locate reviewers with expertise in clinical supervision (e.g., from the Counsellor Educators Chapter) who have not submitted chapters to the text (as this potentially would preclude a true blind peer review).

5. Director's Reports including Chapter Liaison Reports

Indigenous Director – Bill Thomas

- Bill noted that his first year on the Board had been one of learning and that it had been an interesting time.

- He participated as a keynote speaker in the World Suicide Prevention Walk.
- A summary of his participation and pictures has been circulated to Board.
- Bill distributed a newsletter and also with the assistance of National Office circulated a survey related to his role as Indigenous Director to all CCPA members.
- The survey requested suggestions from the CCPA membership regarding the priorities or activities that should be undertaken by the Indigenous Director.
- The survey did reveal that most members would not self-identify as Indigenous.
- However, there may have been confusion because many people completing the survey were not Indigenous.
- Bill hopes to provide more data from the survey at the next Board meeting.
- Bill has been working with the Indigenous Circle to create a logo, brochure and also a poster to assist in increasing membership.
- Bill has completed the submission for the first Indigenous Ambassador.
- He has also been involved in the Mental Health First Aid initiative for northern members.
- Bill in consultation with Andrea Currie and the National Office has ensured that there will be an Indigenous Meeting Place at the CCPA 2015 Conference.
- The intent is to welcome any conference participant to the room.

Newfoundland and Labrador – Tracy Duffy

- Tracy attended the NLCPA (Newfoundland and Labrador Counsellors and Psychologists Association) annual conference as did Blythe Shepard.
- The conference was a great success with 200 attendees.
- Tracy noted that there are 6 new members from NL and that 100 out of 162 NL members are certified.
- Tracy will be working with Monika Gal (CCPA CCC Registrar) and Kim Hollihan (CCPA CCC-S Registrar) to develop a webinar regarding certification.
- This will be promoted to her members.
- Barb noted that a slide presentation already exists.
- Tracy had a great opportunity to learn more about the course that has been re-established at MUN (Memorial University of Newfoundland) so that MUN students can be certified.
- Due to her personal connections, Tracy was able to conduct 5 student presentations.
- Tracy attended a community public event “The Launch – Community Coalition 4 Mental Health” on October 15, 2014.
- She was able to make connections with local politicians and community groups involved in mental health services.
- There has been no recent activity related to regulation.
- The 8 people who formed the first committee are no longer engaged.
- She has attended one meeting of the Private Practitioners Chapter and has nothing to report related to the Chapter.
- The Private Practitioners Chapter will be conducting a pre-conference workshop.

Prince Edward Island – Margie Cain

- In June 2014, Margie attended the PEICA (Prince Edward Island Counselling Association) AGM and provided a report as the CCPA Director for PEI.

- Margie assisted the planners to have CCPA brochures available for the Tri-PD event held in Charlottetown in late September 2014.
- Margie circulated the obituary of Sandi Duffield-King who was a very active CCPA member especially with respect to regulation.
- Margie indicated that regulation would not even be on the radar in PEI if it were not for all of the hard work that Sandi had done throughout her career.
- Margie noted that a letter had been prepared by PEICA declaring their interest in having a college formed for Counselling Therapists.
- Margie is also co-liaison for the Indigenous Circle Chapter and has been consulting on the brochure that is being developed.

Nova Scotia – Beth Robinson

- Beth noted that she was just completing her involvement with the PEI cohort taking the Acadian counselling program.
- The Nova Scotia Chapter has a committed Executive that appears to be ramping up its activity level.
- The regulatory college for Nova Scotia, NSCCT (Nova Scotia College of Counselling Therapists) is in its third year and is now focussing on supervision.
- Supervision is the challenge as candidates for NSCCT need to complete two years of post-graduate supervision.
- Beth has represented CCPA in several media opportunities.
- A major challenge is to have our members recognized as part of the primary health care team.
- This recognition affects the degree to which students are accepted into certain practicum settings (e.g., health system).
- There is work yet to be done in the province related to professional advocacy and education around counsellor/psychotherapist competencies.
- Beth is now in her eighth year on the Ethics Committee.
- Two retired members will have stepped back between September and December 2014 so there may be room for new members on the Complaints division of the Ethics Committee.
- The Ethics Committee role has expanded with respect to criminal records checks submitted by potential members.

New Brunswick Francophone - Serge Hall

- Serge noted that he is a member of the Ethics Committee and has found the work educational.
- He noted that being a member of the Ethics Committee is an excellent way to stay current.
- The legal counsel for the NB Federation is reviewing the current draft of the bill.
- Legal counsel is experienced in legislative processes.
- Legal counsel knows the current NB Government Policy Advisor and therefore has developed a way to work productively with the Advisor.
- Francophone membership remains steady.
- Serge met with the President of AFCONB. AFCONB is a CCPA affiliate.
- Serge is also the liaison for the Animal Assisted Therapy Chapter.

Quebec Francophone – Michel Turcotte

- There are approximately 100 Francophone members in Quebec.

- There are approximately 2,500 members in OCCOQ.
- Michel is staying connected with OCCOQ as he is a member of their Board.
- Michel was extremely busy with the planning aspects of the joint OCCOQ/IAEVG conference held in June 2014.
- There were approximately 1,250 delegates, 800 from Quebec, the remainder from the rest of Canada and other countries.
- Career Week in Canada was celebrated in Quebec by the development of materials that could be used by various groups around the province to discuss one's career after 50 years of age.
- The materials include a website which can be found at <http://sqo.orientation.qc.ca/>
- The theme changes each year.
- OCCOQ is interested in CCPA's supervision course and discussions are continuing with them.
- Michel is the liaison for the Counsellor Educators Chapter.
- He also indicated that he would be the liaison for the Technology in Counselling Chapter if one was needed.
- Louis Cournoyer, who is an active CCPA member has a blog on guidance.
- Michel thought that this would be a useful resource for members as it is a good example of community.

Quebec Anglophone – Kiraz Johannsen

- Kiraz noted that CCPA and QCA (Quebec Counselling Association) joined forces to create a banner and walk in the Mental Health Walk held in Montreal in October 2014.
- There were 2,000 people walking and it was a great opportunity to network.
- Kiraz met with her NDP MP who offered support.
- She has also met with her student representatives and noted that one of the reps is supported by QCA.
- Student sessions were held in the Fall at McGill and Concordia.
- Kiraz noted that the sessions were well attended and the student reps did an excellent job.
- Kiraz is the liaison to the Social Justice Chapter.
- She noted that two members of the Social Justice Chapter were appointed to the CCPA Research group.
- Kiraz is also the liaison for QCA.
- The current president of QCA has resigned leading a leadership vacuum.
- Kiraz is a member of the Ethics Committee.
- Kiraz noted that the number of Quebec Anglophone members is dropping and CCPA must develop some strategies to retain these members.
- This is a result of Law 21 as practitioners must now belong to an Order and some CCPA members find it financially difficult to belong to the Order and an association.
- There is a sense that psychotherapists are disenfranchised in Quebec.

Ontario Anglophone – Trish McCracken

- Ontario members are still waiting for the Proclamation date for the College of Registered Psychotherapists of Ontario.
- Trish has found a lawyer who is willing to do a webinar on parental alienation.
- This opportunity has been passed onto Nicole Maurice and Karina Albert at National Office.
- Trish has contacted members regarding the requirement for a new Anglophone Ontario Director.

- Currently there are 24 members interested in the Sex Therapy Chapter.
- Trish questioned the policy of requiring 50 members to start a special interest chapter.
- Trish is the liaison for the Pastoral and Spiritual Care Chapter and has participated in their meetings.
- Trish has joined the Quality Assurance Committee.
- Trish noted that the Mental Health Strategy was excellent but tools need to be provided.
- It was noted that tools will be launched in 2015.

Manitoba/Nunavut – Miriam Duff

- The Manitoba/Nunavut membership has grown at 15% per year.
- Miriam is the liaison to the Manitoba Chapter.
- The Manitoba Chapter received a mandate from its members to form a Regulation Research Committee. The Chair for that Committee has recently been appointed.
- Miriam is also the liaison for the Creative Arts Chapter.
- She noted that this Chapter was very active and visible at the 2014 Conference in Victoria.
- Miriam noted that she has met with two prospective candidates for the Manitoba/Nunavut Directorship and they both offer strengths that would benefit the Board when Miriam steps down.
- Miriam is the Treasurer of the Association and is also a member of the Executive Committee and the Risk Management Committee, and in those roles has been kept very busy this past year.
- She noted that she has gained a great deal of knowledge from her participation in CCPA.
- Miriam also noted the hard work of her student representative at the University of Manitoba, and her efforts to conduct outreach with the assistance of Kim Hollihan and Blythe Shepard, via sending out letters and information from National Office, following a lack of response to her direct emails.

Alberta/NWT – Sara Holland

- Sara is the liaison to the Alberta/NWT Chapter which held its AGM at the end of September.
- The AGM used Skype to ensure that as many members as possible could attend.
- There has been a shift in the Chapter Executive.
- There are a few individuals who are interested in pushing the regulatory activity forward and connections have been made with the province.
- Sara has spoken to two people who may be interested in the Alberta/NWT Director position.
- Sara has been active as Chair of the Awards Committee.
- The Chairs for all awards have already been appointed.
- There are two new student reps.
- The Alberta/NWT Chapter has student reps as part of their Executive.

British Columbia/Yukon – Ashley Phillips

- Regulation is moving forward through the work of FACT-BC of which CCPA is a member.
- The BC Chapter received funding from the Legislative Support Fund.
- Ashley has been sending emails regarding employment opportunities to members.
- She has also looking for instances where CCCs are not indicated as viable applicants. i.e. only RCC is mentioned.

- She has forwarded these items to Barb MacCallum and Blythe Shepard.
- Barb MacCallum has followed up with the groups involved to educate them on the role that CCPA could play and that the CCC and RCC are essentially equivalent designations.
- Ashley met with her MP to discuss CCPA matters.
- She has also had the opportunity to present at two universities.
- BC currently has over 1,200 members; 79 since April 2014.
- 773 are certified.
- Ashley has three candidates for the student rep position at Thompson Rivers University and has asked for Kiraz and Margie to assist her in selecting the appropriate student for the position.

6. President's Report

- Blythe Shepard reviewed the status of various items within the Association.
- She began by reminding the Board of the CCPA Mandate and Objectives.
- Following are the activities highlighted:
- CCPA Advocacy and outreach activities included:
 - Meetings with MPs
 - Interview with Saanich Voice Online
 - Advocacy letters.
 - Finalization of the Grassroots Advocacy Toolkit
 - Issues paper
 - Interview – Reader's Digest
 - Submitted to House of Commons Committee on Finance – Pre-Budget Consultations 2014.
 - Work with IMPACT to develop a plan to raise CCPA's profile in BC.
 - Participation in FACT-BC.
 - Blythe attends their meetings as an observer.
 - Cathleen Dwyer from the BC Chapter is the official CCPA representative.
 - 8 CCPA members participated in meetings with MLAs.
 - These meetings were organized by the FACT-BC lobbyists.
 - Involvement in the 2014 Faces of Mental Health Illness (CAMIMH)
 - Barb MacCallum and Kim Hollihan were on the selection committee.
 - Health Action Lobby (HEAL) participation.
 - Kim Hollihan and Barb MacCallum represented CCPA at CAMIMH's Day on the Hill.
 - Lorna Martin was invited to the launch of the final report of the At Home Project of MHCC.
 - Funding of the Career Development Challenge through the Career Counselling Chapter.
 - A tribute to luminaries of CCPA panel presentation is being organized for the 2015 conference.
 - External communications report provided by Kim indicates the level of activity of CCPA – Thanks Kim!
 - The EAP Survey is still being conducted. A small number of EAPs have participated.

- The Researcher noted that this was most likely because of the length of the questionnaire.
- International Association for Counselling has made a request for CCPA to sponsor two members to attend their 50th Anniversary conference in Malta.
- Provincial Outreach Highlights
 - Disaster Psychosocial Program (DPS).
 - CCPA is now a member of the Council.
 - Barb MacCallum and Natasha Caverley are representing CCPA.
 - Teleconference with the BC Hospice and Palliative Care Association.
 - Letters to Royal Roads University, City of Prince George, UBC Counselling Services regarding the ability of CCCs to be listed.
 - Blythe presented a report to the AB/NWT Chapter via Skype.
 - Discussion with President of the Manitoba Chapter regarding regulation in the province.
- Professional Learning and Outreach
 - Cognica
 - CEC review
 - Books
 - Counselling Across Canada
 - Canadian Counselling and Psychotherapy Experience: Ethics-Based Issues and Cases
 - Supervision of the Canadian Counselling and Psychotherapy Profession.
 - Mental Health First Aid
 - Natasha Caverley submitted a letter to the Mental Health Commission of Canada to learn more about mental health first aid training for northern peoples and curriculum development in working with First Nations and Inuit Peoples.
 - Maybe seeking Regional Development Fund support to support access for CCPA northern/indigenous members.
 - Supervision and CCC-S Designation
 - Supervision Course in Quebec is under discussion.
 - Supervision course is being hosted at the University of Ottawa; sponsored by CCPA, January 2015-April 2015.
 - Supervision Competency Profile Project
 - Supervision Workshop/Webinars.
 - New and Potential Chapters
 - Technology in Counselling
 - Chapter for Clinical Supervisors (in consultation with Counsellor Educators)
 - Sex Therapy
 - Provincial Capital Chapter
 - Other
 - Mark Kelly has provided photos from the North.
 - A selection of these pictures has been made and Nicole is arranging for Mark to deliver the high quality versions of these pictures

7. Accreditation of Agencies Wrap-Up Report

- Kim Hollihan provided an overview of the Agency Accreditation program and the results of the pilot.
- The following comments were noted:
 - This program may be a better fit after regulation is more prevalent in Canada.
 - The added value for an organization should be more obvious.
 - It was noted that the added value was perceived to be a stamp of approval from a national organization.
 - This would appeal to consumers and potential funders.
 - It would also instill confidence in staff that this agency is a good place to work.
 - Kim Hollihan and Natasha Caverley will speak next week regarding a possible connection to the CARF Canada program.
 - Conducting a pilot in another province other than Ontario might yield better results.
 - A broader view of the agency i.e. does the agency follow the CCPA Code of Ethics may be needed.
 - There is the issue of a multi-disciplinary agency to resolve.
 - A discussion with BACP (original authors of the program) might be in order to discuss the results and determine if BACP has any feedback.
 - A marketing focus on private practitioners could yield better results.
 - Being accredited might be a good tool for private practitioners to use when dealing with EAPs.
- In general it was felt that this project has merit and perhaps another try with a different focus might be in order.

8. Director Per Diems

- A discussion was held with regard to the current per diems allocated to Directors for food while they are travelling on behalf of CCPA.
- The current allotment is \$11 for breakfast, \$11 for lunch and \$30 for dinner.
- The change recommended by the Executive was viewed positively however the Directors felt that the allocations per meal should still be in effect.

Motion: To change the per diem meal allocation for CCPA Directors while on travel status to \$15 for breakfast, \$15 for lunch and \$30 for dinner effective February 1, 2015.

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

9. Committee Reports and Committee Motions

Governance Committee – Natasha Caverley on behalf of Lorna Martin

- The committee completed the following work:
 - Call for recruitment of Directors for the 2015-2017 Board of Directors.
 - Regular updates of the policy manual.
 - Creation of the Conference Exhibitor Policy
 - Review of the CCPA Committees and a recommendation to create a new committee related to Stakeholders and Public Affairs.
 - Recommendation to dissolve the Regulation and Advocacy Committee.
 - Response to an international complaint regarding the CEC program.

- It was noted that the CCPA CCC-S Advisory Committee comprised of Blythe Shepard and Beth Robinson would remain in place until the May 2015 Board meeting.

Awards – Sara Holland

- Sara indicated that her Committee now has all of the Committee Chairs for the various awards in place.
- Tracy Duffy has agreed to become the Chair of the Awards Committee in May 2015.
- Based on the Awards Survey it was noted again that most members simply do not know that awards are available.
- A special message will be sent on November 17, 2014 reminding members that there are 4 weeks left to apply for awards.
- National Office has investigated the cost to record the Award Ceremony and to profile each award winner.
- The costs have been forwarded to the Awards Committee to determine whether they will put forward a motion to have this happen in 2015.
- It was suggested that a letter be sent to the nominator of each award recipient to acknowledge that their candidate was going to receive an award.
- A discussion was held about a change in venue for the ceremony as people have indicated that they do not go to the banquet because of the expense involved.
- Suggestions made included:
 - At the AGM.
 - At an awards breakfast to be held at 7:30 a.m. Breakfast to be provided free of charge.
 - At a special session scheduled within the concurrent sessions.
 - At the opening cocktail party.
 - At the opening ceremonies
- Each of these suggestions had pros and cons.
- It was noted that the presentation at the banquet added a level of formality and elegance that would be missing from these other venues.
- A decision to change the venue was not made.

Quality Assurance – Beth Robinson

- Beth indicated that there were substantial changes in the membership of this committee.
- A chart to identify the various programs to be reviewed has been developed but the Committee still needs to prioritize the programs for review.
- The Committee has reviewed the CEC requirements in some areas and provided recommendations to the CCPA Executive Committee.
- The Executive Committee provided a great deal of feedback which will be discussed during the Committee meetings at these Board meetings.
- Also the Committee reviewed the newly proposed Stakeholder Relations and Public Affairs Committee and sent back recommendations.

Risk Management – Natasha Caverley

- Two meetings of this Committee took place: one in May 2014 and one in October 2014.

- The Committee work was focused on matters associated with risks that had been agenda items during the Board of Directors meetings.
- Action items arising from the October 2014 meeting will be discussed during Committee time at this Board meeting.

10. CACEP (Council on the Accreditation of Counsellor Educator Programs) – Part 1

- Policy 12.10 mandates that all CCPA external committees be reviewed on a regular basis.
- CACEP is the first Committee to be reviewed under this policy.
- CACEP has existed for 12 years and has accredited 4 programs at three universities.
- Blythe Shepard provided an overview of CACEP, its history, mandate, organization and function.
- In December 2013 a Task Force was formed to review CACEP.
- Another Task Force was formed to review the AUCC question related to CCC.
- In the spring of 2014 both committees were at an impasse so a decision was made to hold a meeting in July 2014 to move the CACEP discussions forward and to potentially move the AUCC CCC discussion forward.
- In July 2014 a meeting was held in Ottawa.
- After the meeting, a report was produced.
- The report included the information requested by the participants at the July 2014 meeting.
- There was disagreement among members of the July 2014 meeting about whether to accept the report.
- Blythe Shepard requested that the Co-Chairs of CACEP (Dr. Bill Borgen, Dr. Sharon Robertson) put together a document that would indicate the next steps from their perspective.
- This plan was developed has been included in the Board material.
- Blythe requested that Board members read this material and be prepared to discuss it on the second day of the Board meeting.

11. Discussion Period

- Time has been allocated at the meeting for Directors to discuss burning issues.
- The topics suggested were:
 - Director's Allocation
 - Differences between a Policy Board and an Administrative Board
 - Board Liaison Position
 - Role of the Indigenous Director
 - Advocating for more French presentations at CCPA conferences.

Director's Allocation

- Currently the policy for the Director's allocation is \$1 per member in the region or if the Director has less than 100 members they receive \$100.
- This policy has been in place for many years and has never been reviewed.
- Initially this policy was established to cover the distribution of newsletters and correspondence via mail (before email existed).
- For smaller provinces this formula means that almost no activities can be planned due to insufficient funds.

- Several suggestions were made to change the formula:
 - Allocate \$1,500 per Director per year.
 - Change the formula to \$2 per member with a minimum of \$500 for smaller regions.
- These suggestions have budget implications.
- It was noted that there are other sources of funds i.e. Legislative Support Fund, Regional Development Fund.
- However, it was perceived by some Directors that the process to obtain these funds is too onerous.
- Various Directors provided examples of how they use their funds:
 - Donations to the Alliance to fund lobbying efforts in Ontario.
 - Contributing to the NCR Chapter to assist in their professional development activities.
 - Hosting networking events for members.
 - Buying refreshments for networking events.
 - Providing money to the CCPA staff appreciation fund.
 - Travel costs to attend a Chapter AGM.
- It was agreed that the policy needs to be reviewed by a committee and recommendations should be made to the Board with respect to the amount and use of these funds.
- In addition a funding formula must be developed for the Indigenous Director.
- In the meantime, there was one region which required funding.
- As a result the following motion was developed.

Motion: To allocate a one-time fund up to \$500 in Fiscal 2014-2015 to the Anglophone Quebec Director for the purposes of advocacy and outreach.

**Moved by Beth Robinson. Seconded by Ashley Phillips.
CARRIED.**

What is the Difference Between a Policy Board and an Administrative/Working Board?

- An Administrative or Working Board is one where board members actively do the organization's work. In this structure Board members participate in program work and administrative work. An example would be that the Treasurer would keep the books, pay invoices, collect membership dues etc.
- When a board becomes less of a working board and more of a policy board, it focuses on making policies that are carried out by administrative staff. An example would be setting the guidelines for CECs and having them enforced by the National Office staff. i.e. overseeing program work but not doing it on a day to day basis.
- Also, there is a difference between what the *board* does, acting as a body, and what *board members* do, acting as individuals.
- In some situations Board members may lend their expertise to the organization. A good example of this is that Beth Robinson is conducting the supervision workshops on behalf of CCPA.
- Also, away from the Board table, Directors are responsible for advocacy and recruitment of members in their regions. They are also responsible for presenting to various counselling programs. However, this can also be delegated if it is more convenient for a member of the administrative staff to do the presentation.

Board Liaison Position

- Recently the National Office was in a position to provide additional resources to the Board members, the Committees, and the President to assist in fulfilling their various tasks.
- The request for these resources has been ongoing for a number of years and this is the first time that the National Office has been in a position to assign a resource such as this.
- The current resource is Kim Hollihan.
- This is not a role for Kim but additional work tasks assigned to her.
- Kim is not a member of the Board of Directors.
- If the Board does not wish this resource, then they can indicate this to National Office.
- The role of the President has not changed.

Indigenous Director

- This is a newly created position on the Board, filled by Bill Thomas
- Bill has requested assistance in defining this role.
- The results of the survey distributed to CCPA members indicated that most members would not self-identify as Indigenous, but this might be because the survey may have been misleading to the non-Indigenous members who completed it.
- There has been increased activity in the following areas:
 - Job postings for Indigenous positions.
 - Working with FNESS (First Nations' Emergency Services Society of BC)
 - Investigating the possibility of conducting a Mental Health First Aid course for northern members.
- Part of the Indigenous Director's role is to inform CCPA Policy and strategic direction.
- Bill has been asked to review the CEC categories to determine if additional categories or examples should be added.
- More discussion must be held at the Board table.

Advocating for more French presentations at CCPA conferences.

- Due to time constraints this topic was not discussed.

November 16, 2014

12. Review of Day 1

- Directors appreciated the:
 - discussion period.
 - collaborative nature of the discussion.
 - openness of the discussion.
 - opportunity to learn more about Bill's role as the Indigenous Director and the resources now provided to the Board and Board Committees through Kim Hollihan.
 - richness of the discussion.
 - creative thinking.
- Issues Paper Developed by CCPA for distribution to MPs
 - It was noted that in the pictures all of the counsellors are male.
 - This needs to be fixed in future versions of the paper.
- Brochures
 - New pictures are required for the Pastoral and Spiritual Care Chapter brochure.

13. Review of the Budget Process

- Miriam Duff and Barb MacCallum provided an overview of the budget process.
- It was noted that the budget for this year had three factors to consider:
 - Pending proclamation of the Psychotherapy Act in Ontario (sometime in 2015)
 - The effect of Law 21 on Quebec members
 - COMPASS
- It had been anticipated that CCPA would see the effects of these items in the current fiscal year but due to delays in Ontario the effects have not been seen as of this date.
- As the new College in Ontario has not yet opened COMPASS has been affected.
- The budget is very conservative with regard to revenue due to potential losses of members in Ontario and Quebec.
- The budget will be finalized in early December and will be provided to Directors by December 15, 2014.
- The budget will be discussed at the January Board meeting.
- Directors are encouraged to review the budget and ask questions of Miriam Duff, Treasurer, and National Office prior to the January Board meeting.

14. Committee Reports

Awards Committee – Sara Holland

- Did not have any motions to present.
- Spent the Committee time revamping the message to be sent out on November 17, 2014 to the CCPA membership.

Governance Committee – Natasha Caverley on behalf of Lorna Martin

- The Governance Committee reviewed the following items:
 - Change in wording requested by the Ethics Committee
 - The request was reviewed.
 - The next step is to have CCPA legal counsel review the changes.
 - Vulnerable Persons Sector (VPS) Check required for CCC.
 - Recently a member attempting to be certified could not obtain a VPS check.
 - The member lives in Quebec in a small town.
 - Her local police station does not do the VPS.
 - Normally a member would then go to the RCMP, but the RCMP has recently announced that they do not do the VPS check in Quebec anymore.
 - Nicole Maurice (CCPA Office Manager) has worked closely with the member for over a month to obtain the VPS check.
 - The following groups have been contacted:
 - Montreal Police – will only do the VPS check if the person lives in Montreal. She does not.
 - The local police station will do the check for any business in the town in which she lives, but the business has to be over a certain size. She is in private practice so she does not qualify.
 - CCPA cannot ask for the check on behalf of the member because our head office is not located in the town.
 - The Quebec Police Association, le Surete de Quebec, and the Canadian Police Association have not been able to provide assistance.

- This problem may become more prevalent as apparently her local police station is actually following the new guidelines set out for VPS checks.
- After discussing the situation the Governance Committee put the following motion forth to the Board.

Motion: The CCPA Registrar, at his/her discretion, can waive the vulnerable sector check for the CCC designation if individuals can demonstrate the inability to obtain said check.

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

Risk Management – Natasha Caverley

- The committee will be meeting in early December to continue working on the Risk Management document.

Quality Assurance – Beth Robinson

- The Quality Assurance Committee reviewed the CEC comments and updated the Board on the rationale for the motions that were subsequently presented.
- The changes will promote fairness to applicants and feasibility for the National Office staff.
- All motions will take effect May 1, 2015.
- It is understood that the CEC requirements will continue to evolve with future motions arising in concert with developments in the field.

Graduate courses: Why are graduate courses allocated a maximum of 12 CECs? The number of hours and the level of academic learning tends to be much more in-depth than most weekend workshops and yet graduate courses are capped and workshops are not.

Motion: Effective May 1, 2015 that Graduate Courses be awarded 36 CECs per post-CCC graduate level course (that is equivalent to one semester).

**Moved by Beth Robinson. Seconded by Margie Cain.
CARRIED.**

Thesis/Dissertation writing: Currently, writing a thesis is awarded CECs at the same level as a graduate course (maximum credits is 12). However, very often theses are published. If the applicant wasn't a student the thesis would be considered a scholarly article and would be recognised and count towards CECs and would not be capped.

Motion: Effective May 1, 2015, thesis and dissertation writing can be awarded a reasonable estimate of hours invested (no cap on number) in preparation of a post-CCC thesis or dissertation.

**Moved by Beth Robinson. Seconded by Michel Turcotte.
CARRIED.**

Practicum: The hours for a practicum are awarded CECs in the same manner as a graduate course (maxed at 12). However, volunteerism, which is similar to a practicum, is awarded full credit for the number of hours, with no cap.

Notes:

- Practica are usually part of masters' degrees and so count toward CCC, not CECs.
- Therefore, this category would comprise practica in a post-CCC master's or doctoral program
- Propose 36 CECs per (one-semester equivalent) program-related practicum or internship
- Volunteer internships or externships not considered under this category.

Motion: Effective May 1, 2015, 36 CECs per post-CCC master's or doctoral program practicum or internship (per one-semester equivalent) will be awarded.

**Moved by Beth Robinson. Seconded by Natasha Caverley.
CARRIED.**

Course development and course instruction: Can counsellors receive CECs for course development and course instruction if it is part of their regular work responsibilities (e.g., counsellor educators)? If so, why?

Notes:

- Historically other counselling professionals have not received CECs for program and service development while Counsellor Educators do receive credit for this.

Motion: Effective May 1, 2015, the category of Course Development and Course Instruction will be removed as eligible for CECs.

**Moved by Beth Robinson. Seconded by Ashley Phillips.
CARRIED.**

Providing Supervision: Can counsellors receive CECs for supervising someone when it is part of their regular work responsibilities (e.g. they work as a supervisor in a counselling agency)?

Notes:

- If we learn from our clients, students, etc., and do not receive CECs, why would CECs be awarded for learning in the context of offering supervision?
- Counsellors may receive CECs for pursuing training in clinical supervision, first-time development of a supervision workshop, conference presentations on supervision, research and writing on supervision, etc., so there are supervision-related CEC opportunities.
- Contributions of this manner will be acknowledged if pursuing/maintaining CCC-S.

Motion: Effective May 1, 2015, the category of Providing Supervision will be removed as eligible for CECs.

**Moved by Beth Robinson. Seconded by Ashley Phillips.
CARRIED.**



Thesis advisor: Can counsellors receive CECs for being a thesis advisor? Some counsellor educators say that this is not considered part of their regular work responsibilities and some do.

Notes:

- This category recognizes that thesis and dissertation committee members engage in these roles both in their own academic settings and as external experts.
- There typically is not a specific requirement regarding thesis and dissertation committee service and so this represents an undertaking above and beyond assigned duties.
- It is akin to pro bono work with clients.
- The term “thesis advisor” is rather unclear and could represent anything from a brief, consultative role to a supervisor who invests many hours
- Therefore, we recommend the CEC category title of Thesis or Dissertation Committee Member
- Roles of supervisor, internal reader, and external reader represent different levels of time investment and learning.
- Counsellor educators need to tie this experience to “continuing education” and to articulate the specific learning that accrued.

Thesis or Dissertation Committee Member

- The following will be requested for a thesis or dissertation committee member:
 - Please provide the title of the thesis or dissertation, a link to the document or library where it is housed (or an abstract), your specific role (e.g., thesis supervisor, internal reader, external reader, research specialist, methods specialist, etc.), the number of hours invested, and the learning that accrued to you through your experience on the thesis committee
 - 1 CEC per hour invested (reasonable estimate, no cap)

Motion: Effective May 1, 2015, the Thesis Advisor category will be modified as noted above.

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

Personal insight/self-study: This category of CECs is very subjective. CCPA has received many applications for things such as meditation or yoga retreats and even for walks on the beach or time away at a cottage. Counsellors argue that this personal time (vacation) allows for self-reflection. CECs are awarded in this category quite subjectively based on how well the applicant expresses what they’ve learned and how the registrar interprets it.

Additionally, members can receive credit in this category even though there is no proof that they actually did what they say they did. However, for other categories, proof of attendance or completion is strictly required.

Notes:

- Remove this Personal Insight/Self-Study category and maintain the Independent Study category.
- Self-care and self-nourishment contribute to best practices, ethical practice, and overall health and wellness of practitioners.

Motion: Effective May 1, 2015, the category of Personal Insight/Self Study will be removed as eligible for CECs.

**Moved by Beth Robinson. Seconded by Sara Holland.
CARRIED.**

Professional involvement: CECs are only awarded in other categories (such as workshops and conferences) when they are related to counselling. However, in the professional involvement category, a member can receive credit for their participation in a Chapter, even if that involvement was as the treasurer and the work they did was the accounting. (The only criteria currently in place for this category is that the volunteer work must be done with a counselling body or association; it doesn't specify what kind of work must be done).

Notes:

- The category description will change as noted below.
- CECs will be awarded based on a reasonable estimate of hours invested (1 CEC per hour invested; no cap on number).

Motion: Effective May 1, 2015, Professional Involvement CECs will be awarded for volunteer roles that are directly related to counselling/psychotherapy and which promote growth and development as a counsellor/psychotherapist. Applicants will be asked to provide a brief summary that articulates the learning that has accrued to them.

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

- Bill Thomas was asked to review the entire CEC program from an Indigenous perspective and to offer recommendations that would represent enhance cultural inclusivity.

15. Alberta/NWT Chapter By-Laws

- The Alberta/NWT revised their by-laws and passed them at their last AGM.
- The Board reviewed the by-laws and made some recommendations related to the wording and formatting of the document.
- The comments will be sent to the Chapter by the National Office.

Motion: To approve in principle the Alberta/NWT By-laws.

**Moved by Miriam Duff. Seconded by Bill Thomas.
CARRIED.
1 ABSTENTION**

16. CACEP (Council on the Accreditation of Counsellor Educator Programs) – Part 2

- Blythe invited comments on the proposal that had been submitted by the CACEP Co-Chairs. The comments from the Board are cited below.

Importance of Accreditation

- Accreditation is extremely important for the profession.
- Seeking accreditation results in programs raising their standards.
- Accreditation enhances a program's status and can be prestigious.
- Not having accreditation could result in erosion of the profession.
- Accreditation is a reflection of professional competencies.
- How do we continue to maintain standards? This is the manner in which accreditation acts as a cornerstone.
- Institutional accreditation is normal and institutions are proud of the validation they receive.
- Accreditation is the gold standard.
- Education is sensitive to industry standards and we have the ability to strengthen those standards.
- Allows for more protection of the public.

CACEP Program

- CACEP process seems quite complicated and time-consuming.
- A large number of people were excited about the process 12 years ago but only 4 programs have been accredited. Why is this?
- Perhaps a less onerous process is required.
- Can technology be utilized to reduce the workload involved in the application process?
- One of the roadblocks is that a 48 credit program is required. Many institutions would have to add courses to their programs and this could be a lengthy and complex process.
- Are the standards realistic, appropriate and necessary?
- Are the current fees adequate? It was noted that CACREP (US Accreditation body) charges considerably more.
- In Ontario, the new College is accrediting programs.
- Non-AUCC schools can also apply for accreditation in Ontario.
- It should be noted that accreditation is separate from regulation.
- CCC and CACEP standards should be aligned to provide consistency.

CACEP Proposal

- The proposal lacks performance targets (i.e., what gets measured gets managed).
- CACEP requires more oversight.
- The proposal is heavy on information gathering and analysis (which have already been done).
- More marketing needs to be done.
- The right people need to be doing the job at the right time.
- A formative evaluation or review process is required. How should this be done?
- Paid marketing resources will be expensive as they will have to be credible to the Counsellor Educators.
- Leadership from the Board is required.
- CACEP should not be abandoned but needs to be managed more effectively.

- It should be ensured that the CACEP program is aligned with entry-level competencies for practitioners.
- It was suggested that Lorna Martin take on the task, however, she is focused on COMPASS at this time.
- Process needs to be rejuvenated.
- There is evidence that the current program is not working and that review and restructuring of resources is required.
- The Board needs to take back some authority.
- Now is a good time to restructure as it appears that there is no other organization in the queue.
- The Board should take more leadership and work with the CE Chapter.
- How does the Board facilitate open communication?
- There may be a perceived conflict of interest issues as the CEs, Chairs and site visitors are all counsellor educators.
- The community in Canada is small so this cannot be avoided.
- Some schools have aligned with CPA.
- Should the CACEP Co-Chairs be the facilitators of the conversation related to changes or should the Board take leadership?
- The Board will not accept the CACEP Chairs' current plan as submitted to the Board for consideration.
- Targets along with timelines for those targets in their plan must be developed.
- Fiduciary responsibilities must be established.
- New members of the Council need to be appointed so that there is a broader range of conversation.
- The Council should have at least four members plus three board members.
- Power needs to be redistributed.
- Perhaps a committee of the Board can be created to examine how other organizations conduct accreditation.
- A review of the CACEP process needs to be done to see if there is an easier way to assess, evaluate and document an institution's status.
- A memorandum of understanding between CACEP and the Board needs to be developed.
- In order to summarize the Board discussion and decisions the following resolution was constructed.

CCPA Board Resolution regarding The Council on the Accreditation of Counsellor Education Programs (CACEP)

WHEREAS, CCPA recognizes that the accreditation of counselling and psychotherapy education programs is a cornerstone of the profession in Canada;

AND WHEREAS, accreditation ensures that counselling and psychotherapy education programs meet or exceed benchmarks in the preparation of counsellors/psychotherapists that align with current standards for professional practice, in order to prepare candidates for entry into the field as well as to qualify them for more advanced programs of study;

AND WHEREAS, regular accreditation review provides for quality assurance of counsellor and psychotherapist preparation with respect to qualified staff, appropriate resources, and

program development that is responsive to advancements in the field of counselling and psychotherapy;

AND WHEREAS, it is recognized that it is important to increase the number of accredited counselling and psychotherapy programs in Canada;

AND WHEREAS, it is recognized that the Canadian regulatory landscape is complex and diverse;

AND WHEREAS, the Board of CCPA recognizes that the Board is ultimately accountable to the Association for oversight and review of all of its policies and programs;

AND WHEREAS the Board of CCPA recognizes and appreciates the work that has been accomplished to date by the members of CACEP, specifically Dr. Bill Borgen and Dr. Sharon Robertson;

AND WHEREAS a review of the CACEP program has been conducted and it has been determined that a rejuvenation of the CACEP program is required;

The Board therefore resolves that:

- i) a more focused oversight of the CACEP program is needed;
- ii) ongoing communication be established and maintained regarding CACEP's processes, resource needs and risk management activities;
- iii) a sub-committee of the Board will develop a process to be used to rejuvenate the CACEP program in consultation with the Council members;
- iv) the sub-committee will work closely with the Council members to ensure that the goals of the Association are met;
- v) the Council members and CCPA will participate in the rejuvenation process;
- vi) timelines will be respected by both the Council Members and the CCPA sub-committee in carrying out the program review process.

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

- It was agreed that Blythe Shepard will inform the CACEP Co-Chairs of the decision of the Board.

17. Advice to the Incoming Board

- Due to time constraints this activity will be done by email.

18. Summary and Feedback

- The Board thanked Blythe for her leadership.

19. Next Meeting

- The next meeting is scheduled for December 18, 2014 at 13:00 ET via teleconference.

20. Adjournment

Motion: To adjourn the meeting.

Moved by Natasha Caverley. Seconded by Trish McCracken.

CARRIED

President

Date

SUMMARY OF MOTIONS

Motion: To approve the agenda as amended.

**Moved by Bill Thomas. Seconded by Sarah Holland.
CARRIED.**

Motion: To accept the minutes of the September 18, 2014 meeting as amended as accurately reflecting the discussions and decisions of the Board.

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

Motion: To change the per diem meal allocation for CCPA Directors while on travel status to \$15 for breakfast, \$15 for lunch and \$30 for dinner effective February 1, 2015.

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

Motion: To allocate a one-time fund up to \$500 in Fiscal 2014-2015 to the Anglophone Quebec Director for the purposes of advocacy and outreach.

**Moved by Beth Robinson. Seconded by Ashley Phillips.
CARRIED.**

Motion: The CCPA Registrar, at his/her discretion, can waive the vulnerable sector check for the CCC designation if individuals can demonstrate the inability to obtain said check.

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

Motion: Effective May 1, 2015 that Graduate Courses be awarded 36 CECs per post-CCC graduate level course (that is equivalent to one semester).

**Moved by Beth Robinson. Seconded by Margie Cain.
CARRIED.**

Motion: Effective May 1, 2015, thesis and dissertation writing can be awarded a reasonable estimate of hours invested (no cap on number) in preparation of a post-CCC thesis or dissertation.

**Moved by Beth Robinson. Seconded by Michel Turcotte.
CARRIED.**

Motion: Effective May 1, 2015, 36 CECs per post-CCC master's or doctoral program practicum or internship (per one-semester equivalent) will be awarded.

**Moved by Beth Robinson. Seconded by Natasha Caverley.
CARRIED.**

Motion: Effective May 1, 2015, the category of Course Development and Course Instruction will be removed as eligible for CECs.

**Moved by Beth Robinson. Seconded by Ashley Phillips.
CARRIED.**

Motion: Effective May 1, 2015, the category of Providing Supervision will be removed as eligible for CECs.

**Moved by Beth Robinson. Seconded by Ashley Phillips.
CARRIED.**

Motion: Effective May 1, 2015, the Thesis Advisor category will be modified as noted above.

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

Motion: Effective May 1, 2015, the category of Personal Insight/Self Study will be removed as eligible for CECs.

**Moved by Beth Robinson. Seconded by Sara Holland.
CARRIED.**

Motion: Effective May 1, 2015, Professional Involvement CECs will be awarded for volunteer roles that are directly related to counselling/psychotherapy and which promote growth and development as a counsellor/psychotherapist. Applicants will be asked to provide a brief summary that articulates the learning that has accrued to them.

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

Motion: To approve in principle the Alberta/NWT By-laws.

**Moved by Miriam Duff. Seconded by Bill Thomas.
CARRIED.**

1 ABSTENTION

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AND WHEREAS, regular accreditation review provides for quality assurance of counsellor and psychotherapist preparation with respect to qualified staff, appropriate resources, and program development that is responsive to advancements in the field of counselling and psychotherapy;

AND WHEREAS, it is recognized that it is important to increase the number of accredited counselling and psychotherapy programs in Canada;

AND WHEREAS, it is recognized that the Canadian regulatory landscape is complex and diverse;

AND WHEREAS, the Board of CCPA recognizes that the Board is ultimately accountable to the Association for oversight and review of all of its policies and programs;

AND WHEREAS the Board of CCPA recognizes and appreciates the work that has been accomplished to date by the members of CACEP, specifically Dr. Bill Borgen and Dr. Sharon Robertson;

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- iii) a sub-committee of the Board will develop a process to be used to rejuvenate the CACEP program in consultation with the Council members;
- iv) the sub-committee will work closely with the Council members to ensure that the goals of the Association are met;
- v) the Council members and CCPA will participate in the rejuvenation process;
- vi) timelines will be respected by both the Council Members and the CCPA sub-committee in carrying out the program review process.

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

Motion: To adjourn the meeting.

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

Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	4	Inform IAC regarding CCPAs decision about sponsoring delegates to the IAC Conference in 2016	Next IAC discussion on this topic	Blythe Shepard
2	7	Kim Hollihan and Natasha Caverley to discuss the Accreditation Program in connection with CARF Canada	ASAP	Kim Hollihan and Natasha Caverley
3	9	Determine if the awards ceremony is to be filmed at the 2015 Conference	January 2015	Awards Committee
4	11	Review the Directors allocation formula	ASAP	Governance Committee
5	13	Review Budget when received and contact Barb MacCallum if you have questions	January 15, 2015	Directors
6	14	Contact legal counsel re the change in wording requested by the Ethics Committee	ASAP	National Office
7	14	Notify members of changes in the CEC program	ASAP	National Office
8	15	Notify AB/NWT Chapter about the status of their by-laws	ASAP	National Office
9	16	Notify CACEP with regard to the decision made by the Board of Directors	ASAP	Blythe Shepard