

**CCPA Board Meeting
March 19, 2015
Teleconference
19:00-20:30 (ET)**

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

Regrets: Lorna Martin, Ashley Phillips, Bill Thomas

Welcome

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

Agenda

1. Approval of Agenda
2. Acceptance of the January 15, 2015 Minutes
3. Conflict of Interest
4. Lorne Flavelle Award
5. COMPASS
6. Quebec Membership Fee
7. CACEP
8. Videography at the 2015 Conference
9. Board Evaluation
10. New Business
11. Next Meeting
12. Adjournment

1. Approval of the Agenda

Motion: To approve the agenda as presented.

**Moved by Michel Turcotte. Seconded by Serge Hall.
CARRIED.**

2. Acceptance of Minutes

Motion: To accept the minutes of the February 19, 2015 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Michel Turcotte. Seconded by Kiraz Johannsen.
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 Beth Robinson and Trish McCracken who indicated a conflict of interest with the COMPASS agenda item.
- A declaration of conflict may be made at any time during the meeting.

4. Lorne Flavelle Award

- A recent incident with the Canadian Journal of Counselling and Psychotherapy (CJCP) caused the National Office to prevail upon the previous editor of CJCP, Vivian Lalande to assume the Editor's role for a few months.
- Vivian is a well-known CCPA member who was a Professor at the University of Calgary, sat on the CCPA Board of Directors (Alberta/NWT rep), served as CCPA Treasurer, Chaired the Advertising Committee and served as CJCP Editor for a number of years.
- The recent requirement to temporarily replace our CJCP Editor left CCPA in a difficult position.
- Neither Associate Editor was able to help, neither were the other Counsellor Educators that were approached.
- When approached, Vivian (who is retired) stepped in, rolled up her sleeves and got to work.
- She is the very definition of volunteerism.
- It was confirmed that there were no other nominees for this award.
- A clarification of the term volunteerism was requested and provided.
- A question was asked about the compensation that would be provided to Vivian.
- The current compensation for the Editor was provided.
- Compensation will be discussed with Vivian the next time she and Barb MacCallum speak.
- It was noted that the award was for Vivian's entire record as a volunteer.

Motion: To award the 2015 Lorne Flavelle Award for Volunteerism to Vivian Lalande.

**Moved by Michel Turcotte. Seconded by Serge Hall.
CARRIED.**

5. COMPASS

- Blythe Shepard noted that the License Agreement and Promissory Note were formalizing items that the CCPA Board had already agreed to and approved.

License Agreement

- A COMPASS Backgrounder, License Agreement and Promissory Note were circulated to Board members after the February Board meeting.
- Directors were asked to send any questions to National Office prior to the Board meeting on March 19, 2015.
- Questions were received from two directors and responses were provided.
- The following items were clarified and/or confirmed:
 - The two COMPASS Directors are Beth Robinson (NS), Louis Cournoyer (QC).

- An ON Director will be sought when the College in Ontario opens.
- Lorna Martin is the President and Chair of COMPASS.
- CCPA Directors are the member of COMPASS not the Board of COMPASS.
- The financial arrangement between CCPA and Lorna Martin has been documented in the audited Financial Statements for FY2011, FY2012, FY2013, FY2014.
- The National Assessment Project officially ended in August 2014.
- The license agreement could only be put into place once the contract was completed.
- The timeline for the creation of COMPASS and the necessary agreements has been driven by legal counsel.
- Miriam Duff provided a list of documents that the Board has received since 2013 to provide details about COMPASS.
- If COMPASS requires administrative support an arrangement will be worked out by National Office to provide resources and to compensate CCPA for the support provided. This will only be the case until COMPASS can hire staff.
- Currently there is no administrative support since the College in Ontario has not yet opened.
- The COMPASS AGM will be held as part of the April 2015 CCPA Board of Directors meeting.
- The requirement for an independent, arms-length organization was requested by the Ontario Regulatory Body.

Motion: To grant permission to Blythe Shepard, President, CCPA to sign the License Agreement on behalf of CCPA.

Moved by Michel Turcotte. Seconded by Sarah Holland.

CARRIED.

3 ABSTENTIONS

Promissory Note

- The financial details related to COMPASS were described in detail in the January 2015 budget documents.
- CCPA Board approval is required to exceed the \$125,000 limit on the Promissory Note.
- Each month COMPASS expenses will be calculated and attached to the Promissory Note.
- The amounts for FY 2015 will be provided once the audit is complete.

Motion: To grant permission to Blythe Shepard, President, CCPA to sign the Promissory Note on behalf of CCPA.

Moved by Tracy Duffy. Seconded by Michel Turcotte.

CARRIED.

4 ABSTENTIONS

6. Quebec Member Fees

- A request has been made to afford Quebec members with a discount on their membership and certification fees now that Bill 21 is law in Quebec.
- Similar fees have been offered in NS and will also be offered in ON.
- Currently there are:

- Certified Student members = 6
- Certified Professional members = 108
- QCA Professional Certified Members = 54
- QCA Certified Student Members = 2
- If CCPA offered an equivalent discount as in NS then the discount total would be \$4,857 (\$5100 less taxes.). This is assuming that all certified Quebec members belong to an Order and/or have a psychotherapy permit. We have no way of knowing at this point how many this is.
- The grandfathering period for Bill 21 ended in June 2014.
- The proposal for Quebec members would be as follows:
 - Certified Members must provide proof that they are a member in good standing of OCCOQ and/or have a current, valid psychotherapy permit. We will not consider other Orders as we do not consider other Colleges in Nova Scotia only NSCCT.
 - If members can produce proof as above they will receive a \$30 discount from their fee.
- To simplify matters CCPA will not involve QCA in this discussion but rather foot the discount from the CCPA end.
- The discount would start as of June 2014 which would mean that it is possible that 93 members may also receive a \$30 discount for last year's membership. This would total \$2657 (\$2790 less taxes).
- A discussion was held with regard to which regulatory bodies members must belong to.
- There was a request to include all of the Colleges in Quebec that are associated with the regulation of counselling in Quebec.
- This offer would then have to be extended to all provinces and could be quite expensive to CCPA.

Motion: To provide a \$30 discount to Quebec CCC's who provide proof that they are a member in good standing of OCCOQ and/or have a current, valid psychotherapy permit. This discount will be applied retroactively to June 2014.

**Moved by Trish McCracken. Seconded by Miriam Duff
Withdrawn.**

- It was suggested that the discount to Nova Scotia should be discontinued.
- The above motion above was withdrawn and replaced with the following motion.

Motion: To rescind the \$30 discount to Nova Scotia Certified Canadian Counsellors (CCC)/Nova Scotia College of Counselling Therapists (NSCCT) members effective February 1, 2016 in fairness to all CCPA members.

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

7. CACEP

- Natasha Caverley and Blythe Shepard revised the CACEP rejuvenation proposal.
- Barb MacCallum was also asked to review the updated plan and provide comments.

- A meeting has been scheduled with the CACEP Co-Chairs on March 30, 2015.
- Blythe Shepard will provide an update to the Board at the April 2015 Board meeting.

8. Videography at the 2015 Conference

- The Awards Committee would like to have the Awards ceremony at the 2015 conference documented.
- This idea was brought forward as a way to continually highlight award winners.
- The cost includes capturing the 1 hour awards ceremony and roughly 8-10 short interviews in Niagara Falls, to be edited into an event highlight video approximately 3-4 minutes long.
- CCPA will be able to provide up to 2 rounds of revisions to the video before it is finalized.
- The production of the Video-DVD is a separate cost of \$120 plus tax.
- If CCPA just wants the YouTube format delivery this cost can be deducted from the total. i.e. the total would be \$1,491.60.
- Barb MacCallum indicated that she would provide additional information about the formats mentioned above.

Motion: To approve up to \$1627.20 for coverage of CCPA Awards Ceremony (May 21, 2015) and production of highlights video.

**Moved by Margie Cain. Seconded by Kiraz Johannsen.
CARRIED.**

9. Board Evaluation

- This agenda item has been moved to the April 2015 meeting.

10. New Business

- No new business was introduced.

11. Next Meeting

- The next meeting will be held on April 15, 2015 at 19:00 ET.

12. 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 Michel Turcotte. Seconded by Serge Hall.
CARRIED.**

Motion: To accept the minutes of the February 19, 2015 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Michel Turcotte. Seconded by Kiraz Johannsen.
CARRIED.**

Motion: To award the 2015 Lorne Flavelle Award for Volunteerism to Vivian Lalande.

**Moved by Michel Turcotte. Seconded by Serge Hall.
CARRIED.**

Motion: To grant permission to Blythe Shepard, President, CCPA to sign the License Agreement on behalf of CCPA.

**Moved by Michel Turcotte. Seconded by Sarah Holland.
CARRIED.
3 ABSTENTIONS**

Motion: To grant permission to Blythe Shepard, President, CCPA to sign the Promissory Note on behalf of CCPA.

**Moved by Tracy Duffy. Seconded by Michel Turcotte.
CARRIED.
4 ABSTENTIONS**

Motion: To provide a \$30 discount to Quebec CCC's who provide proof that they are a member in good standing of OCCOQ and/or have a current, valid psychotherapy permit. This discount will be applied retroactively to June 2014.

**Moved by Trish McCracken. Seconded by Miriam Duff
Withdrawn.**

Motion: To rescind the \$30 discount to Nova Scotia Certified Canadian Counsellors (CCC)/Nova Scotia College of Counselling Therapists (NSCCT) members effective February 1, 2016 in fairness to all CCPA members.

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

Motion: To approve up to \$1627.20 for coverage of CCPA Awards Ceremony (May 21, 2015) and production of highlights video.

**Moved by Margie Cain. 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	8	Provide an explanation of the difference between DVD format and YouTube Format	ASAP	National Office