

**CCPA Board Meeting
April 15, 2015
Teleconference
19:37-20:10 (ET)**

Present: Blythe Shepard (Chair), Natasha Caverley, Lorna Martin, Bill Thomas, Beth Robinson, Kiraz Johannsen, Tracy Duffy, Michel Turcotte, Kim Landine, Margie Cain, Miriam Duff, Sarah Holland, Barbara MacCallum (Secretary)

Regrets: Ashley Phillips, Serge Hall, Trish McCracken

Welcome

- Blythe welcomed everyone and thanked them for attending the meeting.
- Blythe noted that this is the last Board meeting for the 2013-2015 Board.
- She thanked everyone for their support and hard work throughout the past two years.
- She wishes everyone the best moving forward.

Agenda

1. Approval of Agenda
2. Acceptance of the March 19, 2015 Minutes
3. Conflict of Interest
4. Information Items
5. Standards of Practice
6. Legislative Support Fund
7. CACEP
8. Board Evaluation
9. Adjournment

1. Approval of the Agenda

Motion: To approve the agenda as presented.

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

2. Acceptance of Minutes

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

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

4. Information Item

The Leadership Development Program

- Blythe provided an outline of the Leadership Development Program.
- Three documents have been created: Announcement, Application Form, Evaluation Rubric.
- Barb MacCallum will circulate these documents to the Board of Directors.
- Feedback is requested by April 30, 2015.

5. Standards of Practice

- The Standards of Practice have been reviewed by the editors and authors of the new Ethics Casebook.
- The Board of Directors was sent an electronic copy of the Standards with a request to send any comments/suggested changes to Lorna Martin by March 27, 2015.
- Lorna received one set of comments and those comments were incorporated.
- Lorna then prepared a revised version for Board approval and this version was recirculated to the Board for an electronic vote.
- During the voting process additional changes were suggested.
- These requested amendments do not change the Standards but rather are APA style edits and some updates to the comment boxes throughout the document.
- In addition the title was revised to be “The Canadian Counselling and Psychotherapy Association Standards of Practice”.
- The motion to accept the standards was carried by a majority of the Board.
- The Board is being asked to ratify their decision.

Motion: To adopt the Standards of Practice as amended.

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

6. Legislative Support Fund

- The expenses of FACT-BC are shared among member associations based on the number of members in each group.
- The allocation for 2015 is now \$20 per certified member in British Columbia.
- The increase in funding is to cover the next phase of work which includes additional lobbying, the review of the BC Competency profile and the development of a registration process which may include an examination as part of the evaluation process.
- Due to the privacy laws and the complexity of tracking members, it is not known how many members have dual CCPA and BCACC membership.
- Therefore if a member belongs to both organizations both CCPA and BCACC will be contributing \$20 for that member.

- The amounts owing are as follows:

FACT-BC Levy	\$20.00	Per certified member in BC.
	No. of Members	Levy
Certified BC Chapter Members	409	\$8,180
Certified BC Members (not in Chapter)	378	\$7,560
Total Certified BC Members	787	\$ 15,740

- The BC Chapter requested support from the Legislative Support Fund of \$7,560.
- Funds may only be requested from the Legislative Support Fund when a province is pursuing regulation.
- After regulation, a province may not apply to this fund.

Motion: To approve the BC Chapter Application to the Legislative Support Fund.

**Moved by Natasha Caverley. Seconded by Michel Turcotte.
CARRIED**

7. CACEP

- At the February 2015 Board of Directors Meeting a motion was passed that allowed Blythe Shepard and Natasha Caverley to revamp the proposal submitted by the CACEP Co-Chairs in consultation with them.
- Blythe Shepard and Natasha Caverley updated the plan, circulated it to National Office for comment and scheduled a conference call with the CACEP Co-Chairs for March 30, 2015.
- Details related to who would perform certain parts of the plan were discussed; specifically those items related to the Counsellor Educator Survey and the interviews of key stakeholders who are associated with CACEP.
- After substantive discussion the CACEP Co-Chairs agreed with the plan discussed on March 30, 2015.
- Barb MacCallum will circulate the plan to the Executive.
- The first two deliverables from the CACEP Co-Chairs are:
 - a list of the criteria to be used to select the two Counsellor Educators that will be part of the temporary CACEP Advisory Council. This list is due by the end of April, 2015.
 - contacting the President of the Counsellor Educator Chapter to obtain time at the Counsellor Educator Chapter day to speak about CACEP.
- Blythe confirmed that the Counsellor Educator's Chapter will be allowing a 45 minute time slot for the discussion of CACEP.
- Natasha will orient the new Board in May regarding the project.

8. Board Evaluation

- Blythe reviewed the Board self-evaluation.
- Highest rankings were given to areas that indicate the orientation and overviews of duties and responsibilities are heard by the directors, specifically (scores are out of 4.0):
 - I understand and respect the distinctions between the governance role of the board and the roles of management and staff (3.85).

- I base my judgements on the best available objective information/evidence and what I believe to be the best overall interests of the organization (3.85)
- I consistently respect and support board decisions made with due diligence. (3.92)
- I respect and maintain in confidence, matters of a confidential nature (4.00)
- I am diligent in avoiding/declaring real or potential personal conflicts of interest. (4.00)
- I represent the Board and organization positively to the community (3.92)

- Lower rankings (although still greater than 3.0) were given to :
 - I understand the organization's budget and financial statements (**3.23**)
 - More work needs to be done in this area in clarifying the budget process and going through the financial statements.
 - I voice any disagreement I might have with board decisions or direction in a constructive manner within the Board as decisions are made. (**3.31**)
 - I carry out assigned tasks in a timely and effective manner (**3.5**)
 - I attend, and/or assist in organizing special events on behalf of the board, consistent with the expectations for members of this board. (**3.38**)
 - I am satisfied with my contributions to this organization (**3.35**).
- It was noted that the above rankings are quite typical of past CCPA Boards.

9. New Business

- Bill Thomas indicated that the new logo has been found for the Indigenous Circle.

10. Adjournment

Motion: To adjourn the meeting.

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

President

Date

SUMMARY OF MOTIONS

Motion: To approve the agenda as presented.

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

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

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

Motion: To adopt the Standards of Practice as amended.

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

Motion: To approve the BC Chapter Application to the Legislative Support Fund.

**Moved by Natasha Caverley. Seconded by Michel Turcotte.
CARRIED**

Motion: To adjourn the meeting.

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

Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	4	Feedback on Leadership Development Program	April 30, 2015	Board Members