

**CCPA Board Meeting
May 18, 2015
Niagara Falls, ON
11:30-17:00 (ET)**

Present: Natasha Caverley (Chair), Blythe Shepard, Bill Thomas, Kiraz Johannsen, Tracy Duffy, Michel Turcotte, Joyce Milligan, Kathy Offet-Gartner, Ricardo Pickering, Andrea Currie, Marion Clorey, Jen Rowett, Vicki-Anne Rodrigue, Nicholas Renaud, Brigitte Landry, John Driscoll, Barbara MacCallum (Secretary)

Guests: Nicole Maurice, Kim Hollihan

Welcome

- Natasha welcomed everyone to the Board meeting.
- May 17, 2015 consisted of an orientation to the Board.
- May 18, 2015 from 8:30 to 11:30 was also considered to be orientation.

Agenda

1. Approval of Agenda
2. Acceptance of the April 15, 2015 Minutes
3. Conflict of Interest
4. Audited Financial Statements
5. Appointment of Secretary
6. Appointment of Treasurer
7. Chapter Liaisons
8. Animal Assisted Therapy Chapter By-Laws
9. Conference Update
10. 2019 Conference
11. Certification Fee Increase
12. Preparation for AGM
13. Standing Committees
14. Committee Meetings
15. Next Meeting
16. Adjournment

1. Approval of the Agenda

Motion: To approve the agenda as presented.

**Moved by Bill Thomas. Seconded by Joyce Milligan.
CARRIED.**

2. Acceptance of Minutes

Motion: To accept the minutes of the April 15, 2015 meeting as accurately reflecting the discussions and decisions of the Board.

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

4. Audited Financial Statements

- Barb MacCallum provided detailed information about the 2014-2015 financial statements and the auditors report.
- The approved auditor's report will be presented by 2013—2015 CCPA Treasurer Miriam Duff for approval at the May 21, 2015 CCPA Annual General Meeting in Niagara Falls, Ontario
- The auditor's report was clean.
- The amount of the loan to COMPASS was verified as \$76,090.
- This amount is repayable in full within two years.
- Royalties will also be paid to CCPA.
- National Assessment and Pathways Project funding have ended in 2013 and 2014 respectively.
- The result is that salary expenses cannot be attributed to those projects.
- This has allowed for additional resource for lobbying and regulatory efforts by CCPA National Office.
- Advocacy was higher due to the workshops conducted in Ontario to assist Ontario members in completing their applications to the new College of Registered Psychotherapists of Ontario.
- Page 13 of the auditor's report represents a reallocation of expenses to specific categories.
- For example, translation costs are usually applied to a specific item i.e. translation for Cognica is applied against the Cognica expenses, CJCP to CJCP expenses.
- Page 13 of the auditor's report shows the total translation expense regardless of the item for which translation was an expense.

Motion: To accept the Audited Financial Statements and the Auditors report for the period from February 1, 2014 to January 31, 2015 as presented.

**Moved by Brigitte Landry. Seconded by Vicki-Anne Rodrique.
CARRIED.**

5. Appointment of Secretary

- Anyone on the Board may volunteer or be nominated to be the Secretary.
- There have been no other nominations or volunteers.

Motion: To appoint Barbara MacCallum as the Secretary for the 2015—2017 term of office.

**Moved by Tracy Duffy. Seconded by Ricardo Pickering.
CARRIED.**

6. Appointment of Treasurer

- During her introductory calls with each incoming Director, Natasha Caveley indicated that the Treasurer position was vacant.
- Natasha asked Directors who were interested in the position to notify her by April 1, 2015.

- Michel Turcotte notified Natasha that he would put his name forward.

Motion: To appoint Michel Turcotte as the Treasurer for the 2015—2017 term of office.

Moved by Joyce Milligan. Seconded by Kiraz Johannsen.

CARRIED.

1 Abstention

7. Chapter/Affiliate Liaisons

- Following are the Chapter and Affiliate Liaisons for 2015-2016.

Chapter/Affiliate Liaisons	Chapter Liaisons
AFCONB	Brigitte Landry
PEICA	Marion Clorey
QCA	Kiraz Johannsen
Manitoba	Joyce Milligan
NCR	Vicki-Anne Rodrigue and Nicholas Renaud
NS	Andrea Currie
AB/NWT	Blythe Shepard
BC	Ricardo Pickering
Social Justice	Kiraz Johannsen
Technology in Counselling	Michel Turcotte
Indigenous Circle	Andrea Currie/Bill Thomas
Pastoral in Spiritual Care	Joyce Milligan
Private Practitioners	Tracy Duffy
School Counsellors	Jen Rowett
Animal Assisted Therapy	Nicholas Renaud
Career Counsellor	Kathy Offet-Gartner
Counsellor Educators	Michel Turcotte
Creative Arts in Counselling	Brigitte Landry

8. Animal Assisted Therapy Chapter By-Laws

- The requested changes were reviewed.
- Concern was expressed regarding the need to have an adequate discussion for future by-law changes.
- Barb MacCallum indicated that she would speak to the Chapter President about this concern.

Motion: To approve the Animal Assisted By-Laws as presented.

Moved by Bill Thomas. Seconded by Michel Turcotte.

CARRIED

9. Conference Update

- 2015 – Niagara Falls
 - The conference registration is not as high as hoped therefore the conference will operate at a loss.
 - Highlights of the conference were noted.
 - The following Directors volunteered to conduct the booth inspections which are required due to the new policy on Exhibitor Booths at conferences.
 - Wednesday – Kiraz Johannsen, Nicholas Renaud, Joyce Milligan
 - Thursday – Vicki-Anne Rodrigue, Ricardo Pickering, Bill Thomas
 - Friday – Blythe Shepard, Nicholas Renaud, Joyce Milligan.
- 2016 – Montreal
 - This conference will be in partnership with the American Counselling Association (ACA).
 - A meeting will be held with ACA representatives on May 19, 2015 to discuss conference details.
 - An Indigenous opening and closing ceremony is part of the contract with ACA.
 - A cultural meeting place has been secured for the 2016 Conference.
- 2017 – St. John's, NL
 - ACA will be paying for the penalties involved in moving the 2016 conference to 2017.
- 2018 – Winnipeg, MB
 - Venue has been selected.
- Artisans would be welcome at conferences. However, this would have to start in 2017 as ACA has specific guidelines with relation to its conference booths.
- It is hoped that a drumming circle may be a standard event at each conference.
- A notice will be sent to all CCPA members about this opportunity to encourage them to bring their drums to the next conference.
- It would be helpful if the Indigenous Circle could develop the notice and forward it to National Office for distribution.

10. 2019 Conference

- The National Office is recommending that the 2019 conference be held in Moncton, NB.
- Concern was expressed that more conferences seem to be held in Eastern and Central Canada than in the West.
- The 2015 Conference was held in Niagara Falls due to the historical significance of the first conference being held in Niagara Falls 50 years ago.
- The 2016 conference in Montreal was unavoidable due to ACA's plans.
- 2018 is in Winnipeg but Manitoba is not considered west by some Board members.
- After discussion the following motion was passed.

Motion: That the 2019 National Conference be held in Moncton, NB and that the 2020 National Conference be held in Edmonton, AB.

**Moved by Ricardo Pickering. Seconded by Jen Rowett.
CARRIED**

11. Certification Fee Increase

- Marsh, CCPA's liability insurance provider has offered a product whereby all Certified Members of CCPA could receive access to legal counsel for advice.
- Legal counsel would not be able to represent them but to guide them to the best course of action.
- The cost would be \$10 per certified member and all certified members must participate.
- It was proposed that the Certification fees could be raised to cover the cost of this insurance.
- At this time, CCPA has anecdotal information that members would like to have this type of service.
- A suggestion was made conduct a survey of certified members.
- After a straw poll, it was determined that additional information would be sought and that a motion would not be considered at this time.

12. Preparation for AGM

- Barb MacCallum reviewed the agenda and protocols for the AGM which will be held on May 21, 2015.

13. Standing Committees

- The following Standing Committees were established.
- It should be noted that the President is a voting member of all Committees and the CEO is a non-voting member of all Committees.

Quality Insurance Committee

Joyce Milligan (Chair)
Nicholas Renaud
Andrea Currie
Marion Clorey

Awards Committee

Tracy Duffy (Chair)
Kathy Offet-Gartner
Nicholas Renaud
Brigitte Landry
Vicki-Anne Rodrigue

Governance Committee

Blythe Shepard (Chair)
Bill Thomas
John Driscoll
Michel Turcotte
Vicki-Anne Rodrigue

Risk Management Committee

John Driscoll (Chair)
Michel Turcotte
Kiraz Johannsen
Bill Thomas
Kim Hollihan (ex-officio)

Global Partnerships

Kiraz Johannsen (Chair)
Tracy Duffy
Ricardo Pickering
Jen Rowett
Kim Hollihan (ex-officio)

14. Committee Meetings

- Committee meetings were held to begin the process of developing a work plan.
- At the June 2015 Board teleconference, Committee Chairs will be asked to report on the status of their work plan.

15. Next Meeting

- The next meeting will be held via teleconference call on June 18, 2015 at 19:00 ET.

16. Adjournment

Motion: To adjourn the meeting.

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

President

Date

SUMMARY OF MOTIONS

Motion: To approve the agenda as presented.

**Moved by Bill Thomas. Seconded by Joyce Milligan.
CARRIED.**

Motion: To accept the minutes of the April 15, 2015 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Kiraz Johannsen. Seconded by Bill Thomas.
CARRIED.**

Motion: To accept the Audited Financial Statements and the Auditors report for the period from February 1, 2014 to January 31, 2015 as presented.

**Moved by Brigitte Landry. Seconded by Vicki-Anne Rodrigue.
CARRIED.**

Motion: To appoint Barbara MacCallum as the Secretary for the 2015—2017 term of office.

**Moved by Tracy Duffy. Seconded by Ricardo Pickering.
CARRIED.**

Motion: To appoint Michel Turcotte as the Treasurer for the 2015—2017 term of office.

**Moved by Joyce Milligan. Seconded by Kiraz Johannsen.
CARRIED.
1 Abstention**

Motion: To approve the Animal Assisted By-Laws as presented.

**Moved by Bill Thomas. Seconded by Michel Turcotte.
CARRIED**

Motion: That the 2019 National Conference be held in Moncton, NB and that the 2020 National Conference be held in Edmonton, AB.

**Moved by Ricardo Pickering. Seconded by Jen Rowett.
CARRIED**

Motion: To adjourn the meeting.

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

Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	8	Notify the Animal Assisted Therapy Chapter of concerns re their by-law amendments	ASAP	Barb MacCallum
2	9	Develop statement re Drumming Circle at the National Conference	November 2015	Indigenous Circle
3	11	Develop survey of CCCs to determine if legal consultation would be useful	ASAP	National Office
4	14	Prepare a report for the June 2015 Board Meeting	June 2015	Committee Chairs