

**CCPA Board Meeting  
June 18, 2015  
Teleconference  
19:00-19:50 (ET)**

**Present:** Natasha Caverley (Chair), Blythe Shepard, Bill Thomas, Tracy Duffy, Kathy Offet-Gartner, Ricardo Pickering, Andrea Currie, Jen Rowett, Vicki-Anne Rodrigue, Brigitte Landry, John Driscoll, Barbara MacCallum (Secretary)

**Regrets:** Michel Turcotte, Marian Clorey

**Absent:** Kiraz Johannsen, Joyce Milligan, Nicholas Renaud

**Guests:** Kim Hollihan

**Welcome**

- Natasha welcomed everyone to the Board meeting.

**Agenda**

1. Approval of Agenda
2. Acceptance of the May 18, 2015 Minutes
3. Conflict of Interest
4. Information Items
  - CCPA Leadership Development Program
  - CJCP Editor
  - CACEP Renewal Project
  - Aboriginal Awareness Day
5. Marsh and Legal Services Update
6. Board Committee Reports
7. Next Meeting
8. Adjournment

**1. Approval of the Agenda**

**Motion:** To approve the agenda as presented.

**Moved by Bill Thomas. Seconded by Kathy Offet-Gartner.  
CARRIED.**

**2. Acceptance of Minutes**

**Motion:** To accept the minutes of the May 18, 2015 meeting as accurately reflecting the discussions and decisions of the Board.

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

#### **CCPA Leadership Development Program**

- The program material has now been distributed to members.
- Board members and Chapter Presidents will be encouraged to include information about the program in the messages they send to their constituents.
- Former or current Chapter Presidents or CCPA board members are not eligible to apply..
- However, Chapter Executive members may apply.

#### **CJCP Editor**

- Kevin Alderson, the current CJCP Editor, is ill and it is uncertain when he will return.
- In the meantime, Jose Domene has now agreed to take over from Vivian Lalande who has been Acting CJCP Editor since March 2015.
- Jose has made a commitment to serve as interim CJCP Editor until December 31, 2015.
- There is a need to determine a longer term strategy with regard to this editorial position.
- There is no set term for the CJCP Editor.

#### **CACEP Renewal Project**

- The inaugural meeting of the CACEP Advisory Committee was held via teleconference call on June 17, 2015 at 4:00 p.m. ET.
- Unfortunately, neither CACEP Co-Chairs were in attendance.
- Natasha Caverley will be meeting with the Co-Chairs separately by telephone to bring them up-to-date regarding the discussions at the meeting.
- The discussion centered around the CACEP survey that will be distributed to Counsellor Educators.
- The next teleconference call will centre around the survey questions for the site visitors.
- Barb MacCallum will create the draft survey using SurveyMonkey.
- The Board will have an opportunity to view the survey prior to its distribution.

#### **National Aboriginal Awareness Day**

- Bill Thomas noted that National Aboriginal Awareness Day is June 21, 2015 – if any CCPA board members know of events that occurring in their regions with regards to National Aboriginal Day, please advise Karina by 11:00 am ET on June 19, 2015.
- CCPA will be releasing a press release on June 19, 2015.
- Bill Thomas and Andrea Currie agreed to act as spokespersons should there be any media requests.
- CCPA will be tweeting and Facebooking about the day.

### **5. Marsh and Legal Services Update**

- 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.
- Nicole Maurice has followed up with Marsh to obtain more data related to the frequency of calls received from CCPA members related to legal issues.
- This data was requested as a result of the questions asked by Directors at the May Board meeting when a motion related to a \$10 increase in Certification fees was discussed.
- Marsh has informed CCPA that they receive on average 30 calls from CCPA members per day (can go up to 70 during peak renewal times – first and last week of month).
- Of those calls, approximately 15% are legal related (so at least 3 calls average per day).
- The National Office receives anywhere from 3-5 questions per week.
- However, this is anecdotal since we have not officially been tracking these calls.
- Some of the calls can last up to 60 minutes in length.
- The Board was asked if a member survey is required or if this is sufficient data for the motion to be considered.
- After discussion, the decision was made to create a survey to poll certified members about the increase in Certification fees.
- The Board will be given an opportunity to preview the survey before it is distributed.

## 6. Board Committee Reports

### **Awards – Tracey Duffy**

- The Committee reviewed documents regarding the awards.
- They also requested data from National Office related to award uptake.
- The Committee has drafted a survey related to Award Sub-Committee Chairs.
- The Committee will be meeting on June 24, 2015.

### **Global Partnerships – Ricardo Pickering and Jen Rowett on behalf of Kiraz Johannsen**

- The Committee held a meeting on June 15, 2015.
- A recruitment call for the additional member of the Committee has been prepared and is under review.
- Topics discussed included:
  - International Association for Counselling conference in September 2015.
  - Non-western approaches to counselling.
  - Ensuring that the French Canadian culture is represented.
  - Best practices in other countries.
- A copy of the minutes of the meeting was provided to Natasha Caverley.

### **Governance Committee – Blythe Shepard**

- A recruitment call for the Saskatchewan Director has been distributed.
- One Saskatchewan member has indicated interest.

- The Committee is reviewing the following policies:
  - Directors Allowance
  - Chapter Liaisons
- The draft policies are being reviewed by the committee members.
- The goal is to have feedback by the end of June 2015.

### **Quality Assurance**

- No report.

### **Risk Management – John Driscoll**

- John Driscoll has received the Risk Management Report which was updated in April 2015 from Natasha Caverley.
- The first committee meeting will be held in September 2015.

### **7. Next Meeting**

- The next meeting will be held via teleconference call on July 16, 2015 at 13:00 ET.

### **8. Adjournment**

**Motion:** To adjourn the meeting.

**Moved by Ricardo Pickering. Seconded by Vicki-Anne Rodrigue.  
CARRIED**

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President

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Date

## SUMMARY OF MOTIONS

**Motion:** To approve the agenda as presented.

**Moved by Bill Thomas. Seconded by Kathy Offet-Gartner.  
CARRIED.**

**Motion:** To accept the minutes of the May 18, 2015 meeting as accurately reflecting the discussions and decisions of the Board.

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

**Motion:** To adjourn the meeting.

**Moved by Ricardo Pickering. Seconded by Vicki-Anne Rodrigue.  
CARRIED**

### Summary of Action Items

<b>Task Number</b>	<b>Minute Reference</b>	<b>Task</b>	<b>Date</b>	<b>Responsibility</b>
1	5	Create member survey regarding certification fee increase	ASAP	National Office