

**CCPA Board Meeting  
July 16, 2015  
Teleconference  
13:00-13:45 (ET)**

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

**Absent:** Vicki-Anne Rodrigue

**Guests:** Kim Hollihan

**Welcome**

- Natasha welcomed everyone to the Board meeting.

**Agenda**

1. Approval of Agenda
2. Acceptance of the June 18, 2015 Minutes
3. Conflict of Interest
4. Information Items
  - CCPA Leadership Development Program
  - SK Director
5. Counsellor Educator Chapter By-Laws
6. Strategic Priorities 2015-2017
7. CACEP Survey
8. Next Meeting
9. Adjournment

**1. Approval of the Agenda**

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

**Moved by Ricardo Pickering. Seconded by Marion Clorey.  
CARRIED.**

**2. Acceptance of Minutes**

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

**Moved by Brigitte Landry. 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.**

- Board members are encouraged to include information about the program in the messages they send to their constituents.
- Up to 3 letters of support may be submitted.
- One letter will be accepted but up to 3 letters may provide more information and therefore more points during the adjudication process.
- Three Past Presidents will form the adjudication panel which will be chaired by Lorna Martin.

#### **SK Director**

- An application has been received from Kim Young for the SK Director position.
- Blythe Shepard provided a verbal summary of Kim's application form.

**Motion:** To appoint Kim Young as the Saskatchewan Director.

**Moved by Jen Rowett. Seconded by Joyce Milligan.  
CARRIED.**

- Kim Young will receive calls from both Natasha Caverley and Kim Hollihan to provide her with orientation material.
- Kim Young will be invited to join the August 20, 2015 Board teleconference.
- During the normal election period, if a Board position is not contested, the Executive Committee reviews the application and determines suitability.

### **5. Counsellor Educator By-Laws**

- Barb MacCallum provided background information regarding the by-law changes.
- The CE Chapter wishes to be more inclusive.
- The Chapter has also added supervision to their mandate; however, it is understood that this is supervision in the context of a counselling program.
- There will be a new Supervision Chapter launched over the next few months.
- Consultation occurred between the Counsellor Educator Chapter and the leaders of the new Supervision Chapter to ensure that their mandates would not be duplicated.
- Clarification was sought on the requirement for a student member of the CE Chapter to be in a doctoral program (By-Law 3.2).
- Barb MacCallum will follow-up with the President of the CE Chapter to determine the reasoning behind this specific component of the by-law and report back to the CCPA Board.

**Motion:** To approve the Counsellor Educator By-Laws.

**Moved by Brigitte Landry. Seconded by Kathy Offet-Gartner.**

**6. Strategic Priorities for 2015-2017**

- Natasha Caverley reviewed the history of the development of this document noting the sources for the items in the document.
  - 2013—2015 CCPA Executive Committee (via Executive Committee meetings);
  - 2013—2015 CCPA Board of Directors (via CCPA Board of Directors' meetings and Standing Committee reports); and
  - 2015—2017 CCPA Board of Directors (via inaugural welcome calls in March 2015 with individual 2015—2017 Board Members and the CCPA President).
- Based on these discussions, the proposed strategic direction plan was prepared for the 2015—2017 CCPA Board of Directors to review and comment on over the coming months.
- Barb MacCallum will provide Directors with instructions on how to access the document.
- The Board is asked to review the document and provide their feedback to Natasha Caverley before September 30, 2015.
- After reading and reviewing the feedback, the plan will be to finalize and adopt a revised version of this document at the November 2015 Board of Directors meeting in Ottawa, Ontario.

**7. CACEP Survey**

- Directors were provided with the link to the CACEP Survey which was developed by the CACEP Advisory Committee.
- Blythe Shepard provided a verbal summary of the development of the survey and Natasha Caverley briefly reviewed the sections of the survey and then invited comment.
- It was noted that the results related to non-Universities Canada institutions will be interesting.
- The next steps are to translate the survey into French and also collect the contact information of survey participants for distribution.
- The survey should be distributed in September 2015.

**8. Next Meeting**

- The next meeting will be held via teleconference call on August 20, 2015 at 19:00 ET.

**9. Adjournment**

**Motion:** To adjourn the meeting.

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

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President

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Date

## SUMMARY OF MOTIONS

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

**Moved by Ricardo Pickering. Seconded by Marion Clorey.  
CARRIED.**

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

**Moved by Brigitte Landry. Seconded by Ricardo Pickering.  
CARRIED.**

**Motion:** To appoint Kim Young as the Saskatchewan Director.

**Moved by Jen Rowett. Seconded by Joyce Milligan.  
CARRIED.**

**Motion:** To approve the Counsellor Educator By-Laws.

**Moved by Brigitte Landry. Seconded by Kathy Offet-Gartner**

**Motion:** To adjourn the meeting.

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

### Summary of Action Items

<b>Task Number</b>	<b>Minute Reference</b>	<b>Task</b>	<b>Date</b>	<b>Responsibility</b>
1	5	Request an explanation of by-law 3.2 from the CE Chapter President	ASAP	Barb MacCallum
2	6	Distribute information to the CCPA Board of Directors to allow them to access the Strategic Planning document	ASAP	Barb MacCallum