

**CCPA Board Meeting
August 20, 2015
Teleconference
19:00-20:10 (ET)**

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

Absent: Tracy Duffy, Andrea Currie

Welcome

- Natasha Caverley welcomed everyone to the Board meeting which included acknowledging the CCPA Board of Directors' newest member – Kimberly Young, CCPA Saskatchewan Director.

Agenda

1. Approval of Agenda
2. Acceptance of the July 16, 2015 Minutes
3. Conflict of Interest
4. Information Update
 - CE Chapter By-Laws
5. CCC-S
6. CACEP Interview Questions
7. CCPA Leadership Development Program
8. Next Meeting
9. Adjournment

1. Approval of the Agenda

Motion: To approve the agenda as presented.

**Moved by Ricardo Pickering. Seconded by Bill Thomas.
CARRIED.**

2. Acceptance of Minutes

Motion: To accept the minutes of the July 16, 2015 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Joyce Milligan. Seconded by Marion Clorey.
CARRIED.**

3. Conflict of Interest

- Bill Thomas, Kim Young and Ricardo Pickering indicated that they have a conflict of interest with agenda item 5 related to CCC-S.
- A declaration of conflict may be made at any time during the meeting.

4. Information Items

Counsellor Educator (CE) By-Laws

- Barb MacCallum followed up with the President of the CE Chapter to determine the reasoning behind why only PhD students may have membership in this Chapter.
- The CE Chapter President indicated that he would take this question to his Executive and determine if they want to change this aspect of their by-laws.

5. CCC-S Recommended Changes for CECs

- The CCC-S Committee is recommending the following changes:
 - Switch the CCC-S period to 1 year for all new applicants.
 - From the CCC-S start date to the membership renewal date i.e. under 1 year, there will no pro-rated CEC requirement (as is the practice for CCC) and no supervision provided requirement.
 - From then on, CCPA would require 4 CECs per year in supervision and 12 hours per year of supervision provided. These 2 requirements would be checked annually upon renewal.
 - CCPA will no longer require that members complete 2 webinars within 1 year of certification.
 - Completing the 1 day in-person workshop within 1 year of certification will remain for those who have not met this requirement pre-certification.

Rationale

- National Office staff met recently to discuss the CCC-S renewal period.
- The requirements for the renewal of a CCC-S certificate are complicated (and not currently doable) from a systems perspective.
- Tracking all of the requirements attached to CCC-S i.e. 2 webinars within 1 year of CCC-S start date, 1 day workshop within 1 year of CCC-S start date, pro-rated # of CECs out of 36 from CCC-S start date to CCC end date and 12 CECs once the 2 certifications align and 12 hours per year of supervision provided is difficult.
- Currently the review of the files of the CCC-S members who are renewing are manually reviewed and while this can be managed with the current low numbers, we need to consider a more efficient process moving forward.
- The team is proposing switching the CCC-S period to 1 year instead of 3 for all new applicants.
- From the CCC-S start date to the membership renewal date i.e. under 1 year, there would no pro-rated CEC requirement (as is the practice for CCC) and no supervision provided requirement.
- From then on, CCPA would require 4 CECs per year in supervision and 12 hours per year of supervision provided.
- These 2 requirements would be checked annually upon renewal.
- At the August 11, 2015 the Executive Committee reviewed the above recommendations and agreed that they should be sent to the Board of Directors for review and if agreed upon, approval.

Discussion/Remarks

- The removal of the requirement for two webinars within the first year of certification will provide for a broader range of options for CECs.

- 4 CECs per year is derived from the original total of 12 CECs every three years.
- It is felt that 4 CECs are sufficient for now as there are very few workshops/courses available in this area.
- This requirement (4 CECs per year) will most likely be reviewed in the future and increased.
- The Supervision course has been moved from Ottawa University to Lethbridge University.
- Blythe Shepard will be teaching the course and the cost of the course will be reduced.
- The technology that will be used is much more user friendly than the technology used at the University of Ottawa.
- In order to document the 12 hours of supervision, a form must be submitted to the National Office CCC-S registrar.

Motion: To approve the CCC-S recommended changes for CECs as presented.

Moved by Kiraz Johannsen. Seconded by Brigitte Landry.

CARRIED.

3 ABSTENTIONS

6. CACEP Survey

This was an information update to the CCPA Board of Directors.

- Directors were provided with the interview questions for the CACEP Site Visitors and the CACEP Program Administrators.
- These questions were developed by the CACEP Advisory Committee.
- The Executive Committee reviewed the questions on August 11, 2015 and recommended that they be sent to the Board.
- The interviews will be conducted by an independent researcher.
- Researchers will be interviewed by a sub-committee of the CACEP Advisory Committee.
- The researcher will also analyze the data from the electronic survey.

7. Leadership Development Program

- This was an information update to the CCPA Board of Directors as part of the implementation of the leadership development program that was previously approved/endorsed by the 2013-2015 CCPA Board of Directors.
- The deadline to apply for the Leadership Development Program was July 31, 2015.
- A total of 12 applications were received.
- There were no applications for QC, NS, SK, NT.
- The number of applications was fewer than expected.
- The applications are being reviewed by a panel of Senators (Lorna Martin, Maria De Cicco, Lorne Flavelle).
- Candidates will be notified by August 31, 2015.

Discussion/Remarks

- The number of applications is disappointing.
- Given the cost of the program (\$25-30K), should we be looking at a different way to cultivate leadership?
- Due to the timing and review process, it will not be possible to recruit applicants from the four vacant regions.

- This is an excellent investment in the future of CCPA.
- The applicants would be very disappointed if the program was suddenly cancelled.
- There is great value in bringing together members from across the country to have face-to-face discussions.
- The program will be evaluated to determine if it should be continued in the future.
- The program's intent is to develop leadership at all levels (Chapter, Committee, Board).
- Candidates from the program are not being groomed for National Board positions.
- The democratic process will continue for the election of Directors.

8. **Next Meeting**

- The next meeting will be held via teleconference call on September 17, 2015 at 13:00 ET.

9. **Adjournment**

Motion: To adjourn the meeting.

**Moved by Ricardo Pickering. Seconded by Kiraz Johannsen.
CARRIED**

President

Date

SUMMARY OF MOTIONS

Motion: To approve the agenda as presented.

**Moved by Ricardo Pickering. Seconded by Bill Thomas.
CARRIED.**

Motion: To accept the minutes of the July 16, 2015 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Joyce Milligan. Seconded by Marion Clorey.
CARRIED.**

Motion: To approve the CCC-S recommended changes for CECs as presented.

**Moved by Kiraz Johannsen. Seconded by Brigitte Landry.
CARRIED.**

3 ABSTENTIONS

Motion: To adjourn the meeting.

**Moved by Ricardo Pickering. Seconded by Kiraz Johannsen.
CARRIED**

Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility