

**CCPA Board Meeting  
September 17 2015  
Teleconference  
13h00 – 14h00 (ET)**

**Present:** Natasha Caverley (Chair), Ricardo Pickering, Marion Clorey, Andrea Currie, Joyce Milligan, Brigitte Landry, Vicki-Anne Rodrigue, Jen Rowett, Nicholas Renaud, John Driscoll, Tracy Duffy, Kiraz Johannsen, Kathy Offet-Gartner.

**Regrets:** Barbara MacCallum, Blythe Shepard, Kimberly Young, Michel Turcotte.

**Absent:** Bill Thomas

**Guests:** Kim Hollihan, Nicole Maurice (Secretary)

**Welcome**

- Natasha welcomed everyone to the Board meeting.

**Agenda**

1. Approval of Agenda
2. Acceptance of the August 20, 2015 Minutes
3. Conflict of Interest
4. Marsh and Legal Services Update
5. Information Items
  - CACEP Renewal Project
6. Reminder of Board Committee Reports
7. Next Meeting
8. Adjournment

**1. Approval of the Agenda**

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

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

**2. Acceptance of Minutes**

**Motion:** To accept the minutes of the August 20, 2015 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Brigitte Landry. Seconded by Joyce Milligan.  
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. Marsh and Legal Services Update**

- Natasha provided a brief update.
- Discussion indicated that the number of calls to Marsh and CCPA National Office was surprising and that the feedback from the survey was straight forward and supports the motion to approve the service.
- Non-certified members will not have access to this service. This option had been discussed, but it was decided that only certified members would have access to the service.
- Certified members would have access to the service right away, without having to wait until their renewal date.
- It is unclear as to when payment would be due to Marsh.
- It is suggested that at least three months' notice be given to members about certification fee increase since renewals go out two months in advance.
- The effective service date does not have to be the same date as the increase in fees.
- Various suggestions were provided for both fee increase date and service start date.
- Nicole will check with Marsh about payment options and provide this information to the Board for consideration in the selection of the service start date at the October 14, 2015 meeting.

**Motion:** To increase certification fees by \$10 per member.

**Moved by Ricardo Pickering. Seconded by Andrea Currie.  
CARRIED.**

### **5. Information Items**

#### **CACEP Renewal Project**

- Natasha provided a brief update.
- The researcher is a paid contract position being funded from the money that was set aside in the budget by the previous Board for a consultant on this project.
- Natasha will provide monthly updates.

### **6. Reminder of Board Committee Reports**

- Natasha reminded directors that reports are due October 12, 2015.
- Karina will post previous directors reports on the website and then let board know.

### **7. Next Meeting**

The next meeting will be held via teleconference call on October 14, 2015 at 19h00 ET.

**8. Adjournment**

**Motion:** To adjourn the meeting.

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

**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 Vicki-Anne Rodrigue.  
CARRIED.**

**Motion:** To accept the minutes of the August 20, 2015 meeting, as accurately reflecting the discussions and decisions of the Board.

**Moved by Brigitte Landry. Seconded by Joyce Milligan.  
CARRIED.**

**Motion:** To increase certification fees by \$10 per member.

**Moved by Ricardo Pickering. Seconded by Andrea Currie.  
CARRIED.**

**Motion:** To adjourn the meeting.

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

### Summary of Action Items

<b>Task Number</b>	<b>Minute Reference</b>	<b>Task</b>	<b>Date</b>	<b>Responsibility</b>
1	4	Inquire with Marsh as to payment structure for legal services program	ASAP	Nicole Maurice