

**CCPA Board Meeting
October 14, 2015
Teleconference
19h00 – 20h15 (ET)**

Present: Natasha Caverley (Chair), Ricardo Pickering, Marion Clorey, Andrea Currie, Joyce Milligan, Vicki-Anne Rodrigue, Jen Rowett, Nicholas Renaud, John Driscoll, Tracy Duffy, Kiraz Johannsen, Kathy Offet-Gartner, Kimberly Young, Barbara MacCallum (Secretary)

Regrets: Blythe Shepard, Michel Turcotte, Brigitte Landry

Absent: Bill Thomas

Welcome

- Natasha welcomed everyone to the Board meeting.

Agenda

1. Approval of Agenda
2. Acceptance of the September 17, 2015 Minutes
3. Conflict of Interest
4. Information Items
 - CACEP Rejuvenation Project
 - Professional Champion Award
5. Marsh and Legal Services Update
6. Directors Allowance Policy
7. FACT-BC Update
8. Reminder of Committee Reports
9. Next Meeting
10. Adjournment

1. Approval of the Agenda

Motion: To approve the agenda as presented.

**Moved by Kiraz Johannsen. Seconded by Marion Clorey.
CARRIED.**

2. Acceptance of Minutes

Motion: To accept the minutes of the September 17, 2015 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Jen Rowett. 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

CACEP Rejuvenation Project

- Natasha reviewed the current status of the project.
- A third party contracted researcher was retained to carry out the interview process (for the accredited program and site visitor interviews) and online survey analysis for Phase One of the CACEP rejuvenation process.
- The CACEP online survey was launched on September 1, 2015.
- Friendly reminder messages were distributed on September 15 and 30, 2015 to encourage increased uptake on the survey.
- The final reminder was distributed on October 8, 2015.
- The deadline for the survey responses in October 15, 2015.
- For the CACEP interviews (of CACEP site visitors and CACEP accredited Program Directors), the interviews are going well and the last interview is scheduled for October 19, 2015.
- The total number of interviews to be conducted is 12.
- At this time we do not know how many people have responded to the online survey as only the researcher has permission to view this information.
- At present, there have been no presenting issues about the content of questions from both the survey and interview guides.

Professional Champion Award

- The Professional Champion Award is an award given out each year at the sole discretion of the President of CCPA.
- This Award was created to honour and promote the stellar work of individuals in Canada who have played exemplary roles in enhancing the lives of others through championing the role of counselling and psychotherapy in its many forms in enhancing the mental health and well-being of people.
- The 2014 recipient (chosen by Blythe Shepard) was Justice Sinclair. He was given his award in Victoria at the 2014 Conference.
- To be considered for this award, nominees:
 - must have a presence on the national or international stage;
 - must publish, speak and advocate on behalf of the counselling and psychotherapy profession either directly or indirectly through social justice, humanitarian, or other related actions that advance the importance of mental health and wellness in populations;
 - may have delivered an address at a CCPA or other highly visible counselling- or psychotherapy-related conference, humanitarian-focused conference, or social justice forum; and

- must have a stellar reputation over more than five years that shows consistent advocacy for the profession and for increased access for those who seek service.
- Natasha Caverley has nominated LGen the Hon. Roméo A Dallaire (ret'd) as the 2016 recipient of the CCPA Professional Champion Award.
- LGen the Hon. Roméo A Dallaire (ret'd) has accepted the award and will be available on April 1, 2015 for the presentation.
- It is hoped that the presentation will occur at the opening ceremonies of the CCPA/ACA Conference in Montreal.
- CCPA is currently negotiating with ACA with regard to a 10 minute time slot on April 1, 2015 to present the award.
- There was great enthusiasm from the Board regarding the 2016 recipient.
- It was also noted that this fits well with the mental health initiative launched by the QC Minister of Health.

5. Marsh and Legal Services Update

- At the September 2015 Board of Directors meeting a motion was passed to increase certification fees by \$10 per member in order to provide a legal service through Marsh Canada.
- Nicole Maurice was asked to 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.
- Marsh indicated that payment could be made each month, as each member renewed.
- This then would have the program roll-out over a one year period.
- Marsh also indicated that a member could opt in early if they required the service prior to their renewal date.
- The Executive Committee has recommended a start date of February 1, 2016 which aligns with the beginning of the CCPA fiscal year.
- The Board was also provided with an announcement for members. The Board members were invited to provide feedback on the notice to Barb MacCallum as soon as possible.
- Of note is that the service is unlimited and also includes personal as well as business legal matters.
- There is no exact definition for “unlimited” other than Marsh has indicated that the number of calls per member will not be tracked.

Motion: That the start date for this service be February 1, 2016.

**Moved by Vicki-Anne Rodrigue. Seconded by Kathy Offet-Gartner.
CARRIED.**

6. Directors Allowance Policy

- At the November 2014 Board of Directors meeting, a discussion was held with regard to the current policy re Directors Allowances.
- Currently the policy for the Director’s allowance is \$1 per member in the region or if the Director has less than 100 members they receive \$100.
- This policy has been in place for many years.

- It was noted that usually around \$2,000 is spent each year (amount for all Directors).
- For smaller provinces, this formula can make it difficult to plan events.
- Also, the Indigenous Director does not have an allocation at this time and a solution must be found for this situation.
- It was agreed that the policy needs to be reviewed by a committee and recommendations should be made to the Board with respect to the amount and use of these funds.
- In addition, a funding formula must be developed for the Indigenous Director.
- In November 2014, the 2014 Governance Committee undertook to develop a policy.
- The work completed by this Committee was transferred to the new Governance Committee formed in May 2015.
- The policy was reviewed and approved by the 2015 Governance, Quality Assurance and Executive Committees and has now come to the Board of Directors for discussion.
- A fulsome discussion of the new policy ensued.
- The following comments were made:
 - The total amount of \$3,000 was not large enough.
 - The amount should be \$5,600 to match the number of members.
 - The new policy was too bureaucratic – it was easier under the old method to access funds.
 - Directors from larger regions would have their allocations reduced because the maximum amount per director per year would be \$1,000.
 - There was a desire expressed to learn from other Directors about how this money might be spent (i.e. what activities were planned in each region for the use of these funds).
 - Some examples of how funds have been used were provided:
 - Hosting networking events for members (sometimes in collaboration with a provincial Chapter).
 - Buying refreshments for networking events.
 - Running workshops to assist members in applying to their regulatory college.
 - Travel costs to present to students at a university.
 - The Indigenous Director budget issue should be separated from this suggested policy.
 - Other potential funding formulas were:
 - Allocate \$1,500 per Director per year.
 - Change the formula to \$2 per member
 - These suggestions have budget implications.
 - There are other sources of funds i.e. Regional Development Fund.
- It was agreed that this item would be placed on the November 2015 Board of Directors Meeting Agenda for further discussion.
- A request was made for additional information regarding the history of the current formula and the spending patterns of directors.

7. FACT-BC

- Barb MacCallum attended the FACT-BC meeting on October 2, 2015.
- At that meeting, the newly updated competency profile was presented.
- The next step is to have the competency profile vetted by conducting a survey of BC members.

- Participants at the October 2, 2015 meeting were asked to obtain permission from their Boards to participate in the survey.
- A response is required by December 1, 2015.
- More discussion will be held at the November 2015 Board of Directors Meeting.

8. Reminder of Board Committee Reports

- All Directors reports have been received. Thank you very much!
- Committee reports were due October 12, 2015.
- Several of the Committee reports are still missing.

9. Next Meeting

The next meeting will be held in Ottawa, ON on November 14-15, 2015.

10. 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 Kiraz Johannsen. Seconded by Marion Clorey.
CARRIED.**

Motion: To accept the minutes of the September 17, 2015 meeting as accurately reflecting the discussions and decisions of the Board.

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

Motion: That the start date for this service be February 1, 2016.

**Moved by Vicki-Anne Rodrigue. Seconded by Kathy Offet-Gartner.
CARRIED.**

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
1	5	Provide feedback to Barb MacCallum on message to members regarding the new Legal Service to be implemented.	ASAP	Board Members