

CCPA Board Meeting
November 14 -15, 2015
Ottawa, Ontario

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

Regrets: Ricardo Pickering

Guests: Nicole Maurice and Kim Hollihan

November 14, 2015 8:30 a.m. – 12:00 p.m.

Welcome

- Natasha Caverley welcomed everyone to the Board meeting.
- Natasha noted that a “Parking Lot” flipchart was located in the corner of the room.
- If items of importance that were not on the agenda were noted by a Director, the Director is welcome to make a notation on the Parking Lot.

Agenda

1. Approval of Agenda
2. Acceptance of the October 14, 2015 Minutes
3. Conflict of Interest
4. Information Items
 - a. CACEP Rejuvenation Project
 - b. Leadership Forum
5. Directors Report including Chapter Liaisons
6. Quebec Mental Health Action Plan for 2020
7. Third Party Billing
8. President’s Report
9. Budget Process
10. Strategic Plan
11. FACT-BC
12. Directors Allowance
13. Committee Reports
14. International Association for Counselling (IAC)
15. HST/GST Exemption
16. Next Meeting
17. Adjournment

1. Approval of the Agenda

Motion: To approve the agenda as presented.

**Moved by Nicholas Renaud. Seconded by Kiraz Johannsen.
CARRIED.**

2. Acceptance of Minutes

Motion: To accept the minutes of the October 14, 2015 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Tracy Duffy. Seconded by Kathy Offet-Gartner.
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.
- The online survey closed on October 15, 2015.
- Interviews were conducted with both site visitors and program directors.
- Interviews wrapped up on October 17, 2015.
- After qualitative and quantitative data analysis, a report will be compiled.
- The report is due December 15, 2015.
- There are currently no presenting issues about the content of questions from both the survey and interview guides.

Leadership Forum

- The first Leadership Forum took place in Ottawa on November 9 and 10, 2015.
- The meetings included reflections of the participants on what leadership means to them, a game show format to learn more about CCPA, a facilitator-led discussion on leadership styles, a panel discussion on leadership, a social event, media training by IMPACT, and activities to demystify CCPA and explain how decisions are made.
- Participants were provided with suggestions on possible volunteer opportunities.
- Participants developed individual action plans.
- Most of the participants have registered for the CCPA 2016 Conference in Montreal and it has been suggested that they might like to attend the President's session at the conference.
- This session will be focused on leadership.
- Participants have also indicated that they would like to stay in touch via a teleconference

through CCPA.

- It is possible that the current group of future leaders could become the mentors for the next group.
- There seemed to be a lack of awareness of what CCPA does.
- Questions that arose include:
 - How to make CCPA more approachable?
 - How can CCPA get closer to its membership?
 - Is there a way to highlight the Leadership Forum at the conference?
 - Will the Leadership Forum be held annually?
 - There was a strong indication from the Board that the Forum should be held every two years.
- Participants will be encouraged to write about their experience in Cognica.
- Barb MacCallum indicated that she would let each Director know who participated from their region so that directors can reach out to them.
- Also, mentors are required for some of the participants.
- There was a concern expressed that the participants at the Leadership Forum may have an unfair advantage when/if they seek a Board position.
- This is not the case, as the Forum in no way promised a position on the Board.
- It is important that the Leadership Forum allow participants to define leadership for themselves, so that successors are not being groomed along a specific model, creating narrow mindsets and not allowing new ideas.
- There were not as many applicants as anticipated.
- It was noted that the application form is daunting.
- Additionally, there was a great deal of feedback that many people do not think of themselves as leaders and therefore they thought that the Leadership Forum did not apply to them.
- This led to a discussion of whether the name be changed to remove “leadership” to make it more appealing. Or should we debunk or expand on what a leader is?
- In future promotion of the program, a quote/testimonial from a previous participant could be included to say something along the lines of “I didn’t consider myself a leader but...”.
- Participants have been asked to complete a survey and the participant progress will be tracked.
- This data will form part of the decision regarding future Forums.

5. Directors Report including Chapter Liaisons

Indigenous Director – Bill Thomas

- Bill is currently involved in developing reports and poster presentations, working on the CEC project and he is part of the Risk Management Committee.
- Bill will be applying to the Regional Development Fund for poster distribution through the Indigenous Circle Chapter network.
- A letter has been sent to each of the national Indigenous organizations.
- National Office will be meeting with the Assembly of First Nations on Tuesday November 24, 2015. Natasha Caverley and Bill Thomas will be teleconferencing into the meeting.

- The Indigenous Circle Chapter has a new logo.
- Bill was involved in National Suicide Prevention Day, and was a spokesperson for Addictions Awareness Week.
- Bill has been advocating with local MPs.

Prince Edward Island – Marion Clorey

- Psychologists and psychiatrists work well together.
- PEI has a small member count, so Marion knows most members.
- One MLA pointed out that one psychiatrist on PEI makes \$1M (there are only about 7 psychiatrists on PEI).
- Marion is working with PEICA and the application for regulation of counselling on PEI.
- Members of the group developing the regulation application will be meeting with Marion McDonald on November 28, 2015. Marion was instrumental in the regulation of counselling in Nova Scotia.
- Three groups – counsellors, social workers and psychologists collaborate on a Professional Development Day which is held in the Fall.
- This is an annual event that works very well.
- Marion is thinking of writing an article for Cognica on collaboration.
- Setting up meetings with MPs has been difficult.

Nova Scotia – Andrea Currie

- The feedback regarding Indigenous events at the conference was very positive.
- Andrea has plans for regional gatherings in NS in conjunction with the NS Chapter.
- One regional gathering was held already in Wolfville in July, and there was an excellent turn-out; thirty CCPA members and some counselling students interested in becoming members attended and were able to hear from their Provincial Director, the President of the NS Chapter, the Part-Time CCPA Student Representative, and a member of the Executive of NSCCT.
- A second regional gathering for CCPA members in Cape Breton and the Strait region was held in October, but was not as well attended.
- A member at that gathering was interested in information about third party payment for counselling offered by private practitioners, and Andrea directed her to the Information for Private Practitioners compiled by the NSCCT.

Newfoundland and Labrador – Tracy Duffy

- Tracy presented to an all-party committee on the lack of mental health services in NL.
- Tracy has been very active in pursuing regulation. She has spoken with the Minister of Health and Director of Health.
- There will be a provincial election at the end of the November 2015 in NL.
- Tracy presented about CCPA and certification at NLCPA (Newfoundland and Labrador Counsellors' and Psychologists' Association) and received positive feedback from delegates in other occupations (such as psychologists and social workers) who feel that CCPA does a lot for their members.
- The supervision workshop held in NL was very well-attended, with a mix of counsellors, social workers and psychologists.

- A regulation committee has been developed and CCPA NL members may form a provincial association.

New Brunswick - Francophone – Brigitte Landry

- Brigitte has experienced a big learning curve.
- The main issue in the province is the regulation of counsellors.
- Due to the small number of members, most are known to the Director and many are school counsellors.
- There are also many psychologists who prefer CCPA to their own regulatory college.
- Brigitte is meeting with students in December 2015 to promote CCPA.

New Brunswick - Anglophone – Jen Rowett

- Jen is creating awareness for the NB Federation which is the group in NB that is trying to move regulation forward.
- Members need to join the provincial association to help support regulation (being a CCC isn't enough to push regulation forward).
- Jen held a student information session and networking event which was very successful and well attended.
- Jennifer is the liaison to the School Counsellors Chapter.
- The School Counsellors Chapter has a great relationship with the National Office.
- The Chapter is very organized and are planning for School Counsellors Week.

Quebec - Francophone – Michel Turcotte

- The Technology in Counselling Chapter is still trying to organize themselves.
- They have been losing their initial volunteers.
- The Counsellor Educators Chapter is participating in the CACEP review.
- Michel is maintaining a good relationship with OCCOQ.
- The contribution of OCCOQ members is growing for Career Week.
- There are a lot of press interviews and counsellors are very active during this week.
- The head office of OCCOQ played a huge role in initiating and facilitating grassroots efforts.

Quebec - Anglophone – Kiraz Johannsen

- Quebec membership is stable.
- The grandfathering period for psychotherapy is over; members are no longer panicking.
- Kiraz is the liaison for QCA.
- The QCA is very inclusive of CCPA student representatives.
- They will be having an annual winter social to which CCPA is donating door prizes.
- The Social Justice Chapter is in a transition period with a shift in leadership.
- Kiraz is actively pursuing 3rd party billing within the Quebec context.

Ontario - Francophone – Vicki-Anne Rodrigue

- Vicki-Anne is co-liaison for the National Capital Region Chapter.
- The Chapter does a large number of professional development activities.
- Vicki-Anne's main concern is that francophone members are not responsive and she thinks that they do not have a sense of patriotism.

- She is thinking of hosting a meeting in Gatineau in partnership with the Quebec Francophone Director.
- Vicki-Anne is very concerned about student rights and has been comparing student rights across the country, noting that only one university has a charter that mentions abuse of power.
- Vicki-Anne wants to address cyberbullying as it is on the rise.
- There are a lot of chapter presidents in the NCR region, creating a good opportunity for them to meet, hold joint activities and engage members.

Ontario - Anglophone – Nicholas Renaud

- Ontario Anglophone members are also not very responsive (this seems to be consistent across chapters and provinces).
- Nicholas has been working with the Animal Assisted Therapy in Counselling Chapter.
- Registration with the College of Registered Psychotherapists of Ontario is of concern to members.
- Title protection has occurred but regulation of the act of psychotherapy has not been proclaimed.
- There is an uncertainty regarding the impact of CRPO (College of Registered Psychotherapists of Ontario) on CCPA membership.
- Nicholas is looking for different ways to engage members.
- Nicholas will be doing a local Rogers TV interview this week for Addictions Awareness Week along with Kim Hollihan.
- The NCR Chapter has an average of 40 members in attendance at their monthly workshops.
- The Chapter has stopped holding French workshops because of the lack of attendance.

Manitoba – Joyce Milligan

- Counselling resources for the Indigenous population is a major issue.
- The First Nations Inuit Health Branch (Health Canada) has decided to only support regulated professionals.
- Wait times for a mental health professional have therefore increased, and some counsellors have lost their jobs.
- National Office has tried to get CCCs restored to the list of eligible providers but with no success.
- Joyce is working on regulation, with monthly meetings with the Manitoba Mental Health Coalition.
- Networking is an issue given that the population is so spread-out.

Saskatchewan – Kimberly Young

- There are many vacancies in Saskatchewan for student representatives.
- There has not been much activity or talk in the province.
- Kimberly will be working on trying to engage members.

Alberta – Kathy Offet-Gartner

- Kathy has a high workload since she is also the Alberta Chapter President.
- After 44 years, the latest provincial election has brought a change in government.

- The new Alberta Premier said that the mental health system is severely broken and must be looked at in Alberta. A public and stakeholder Mental Health Review was completed in the fall of 2015. The report will be submitted to the Alberta government by the end of 2015, and will be shared publicly after it has been reviewed.
- This is a positive sign for regulation efforts.
- The Psychological Association of Alberta has been very supportive.
- All of the Alberta Chapter information is sent to all Alberta members as a way to show them the value of the Chapter to encourage them to join.
- Alberta members are looking for connections to other members, for regulation and for 3rd party billing.
- Kathy is wondering if CCPA can do a national campaign regarding “what are counsellors” to raise awareness nationally.
- Kathy is working to best support the student representatives in her province.

6. Quebec Mental Health Action Plan for 2020

- \$17M has been set aside for mental health in Quebec.
- 40% of the Quebec population is affected by mental health issues.
- Quebec is currently experiencing severe austerity measures; there are many professional groups on strike.
- Of particular need are mental health services for teens transitioning to adult life.
- Those between the ages of 17 and 25 often fall through the cracks as youth services are no longer available to them and they may not have the means to access private services.
- While there are many professionals available, the services are often not accessible.
- Can CCPA write a letter to the Health Minister in Quebec to push for psychotherapists to be included in those providing mental health services?
- Psychotherapists need to be included in 3rd billing to make them more accessible.
- Art Therapists are not regulated and are not included in the definition of psychotherapy.
- The government should be made aware of this type of counselling.
- Children and young adults up to age 25 should be provided mental health services through Medicare.

Discussion:

- Campaigns in Quebec should include the OPQ and the five other colleges that have access to the *Psychotherapy Act*.
- Barb MacCallum and Kim Hollihan met with the Canadian Psychological Association and the Canadian Psychiatric Association.
- The Associations said that if we can provide them with a statement of support for counselling/psychotherapy practitioners, they would take it to their respective boards to seek approval.
- The Canadian Psychological Association does not think there is shortage of psychologists; they believe the issue is simply that people cannot afford their services.
- CCPA has made a great deal of progress in last two years to be more visible and be seen as more professional in networks such as CAMIMH, HEAL, etc.
- Young adults and mental health, especially those moving out of care could be a topic for CCPA’s 3rd issues paper.
- Anne Marshall would be a good resource for this paper.
- Resources that CCPA could use include the World Health Association and upstream

thinking.

- It's delicate for a national association to speak about a provincial issue, especially in a province that is already highly regulated.

7. Third Party Billing

- CCPA and the Ontario Alliance of Mental Health Practitioners mailed letters to seven major insurance companies in Canada about the recent regulation of psychotherapy in Ontario.
- Most insurance companies were not very receptive to including registered psychotherapists in their list of eligible service providers.
- CCPA has been writing letters on behalf of members and clients as well.
- Barb MacCallum connected with a senior advisor at Great West Life and learned that the last time insurance companies changed their policies was 20 years ago.
- For insurance companies to add counsellors/psychotherapists, they would have to open 30,000 + policies, and update their backend and online claims systems.
- The policy advisor indicated that counsellors are on their radar but that it would take two to three years before a decision was rendered.
- Counsellors being cost-effective does not matter to insurance companies because coverage maximums are the same regardless of the cost of individual sessions.
- Employers have more leverage with insurance companies as they are the ones who pay the premiums.
- The strategy should now be to engage employers.
- Barb MacCallum has been connected to an employer with 300,000 + employees and has a meeting scheduled with their senior HR advisor to see if CCPA can determine a possible strategy for speaking to employers.

Advocacy and Media Training

The remainder of November 14, 2015 was spent receiving Advocacy and Media training from IMPACT Public Affairs.

November 15, 2015 8:30 a.m. 5:00 p.m.

8. President's Report

- Natasha Caverley presented her President's Report.
- Her report included a summary of her activities on behalf of CCPA since the May 2015 Board of Directors Meeting.
- Barb MacCallum will check with the Chapter Presidents to see how they feel about having the Affiliate representatives included on the bi-monthly Chapter Presidents teleconference.

9. Budget Process

- Barb MacCallum provided an overview of the budget process, including the difference between the operating budget and the reserve for special projects.
- In the past, the operating revenue has always been able to cover special projects.
- This is not the case for the 2015-2016 fiscal year.
- The 2016/2017 budget will be very conservative with regard to revenue due to potential

losses of members in Ontario.

- The budget will be finalized in early December 2015 and will be sent to Directors by December 15, 2015.
- The budget will be discussed at the January 2016 Board meeting.
- Directors are encouraged to review the budget and ask questions of the National Office about the budget by January 17, 2016.

10. Strategic Plan

- Natasha provided an overview of history of the Strategic Plan.

Motion: To accept the Strategic Plan as presented.

**Moved by Bill Thomas. Seconded by Jen Rowett.
CARRIED**

11. FACT-BC

- Barb MacCallum provided an overview of the work of the Federation of Associations of Counselling Therapists of British Columbia (FACT-BC).
- FACT-BC includes associations such as BCACC, Pastoral Therapists, Arts Therapists, Music Therapists, Marriage and Family Therapists, ACCT, Hypnotherapists, CPCA.
- FACT-BC has updated the 2008 Competency Profile for entry-to-practice.
- The next step is to validate the competency profile.
- In January 2016, FACT-BC will send an email about the survey to CCPA which CCPA will in turn send to its BC members.
- The survey will be open between January and February 2016.
- A final competency profile should be available in March-April 2016.
- FACT-BC is asking Associations to indicate whether they will participate in the survey by December 1, 2015.
- The CCPA BC/YK Director fully supports CCPA participation in the survey.
- The competency profile could be used nationally and CCPA could be involved in validating the profile nationally.

Motion: To approve participation in the FACT-BC Competency Survey.

**Moved by Joyce Milligan. Seconded by Kiraz Johannsen.
CARRIED**

12. Directors Allowance

- Barb MacCallum provided an overview of the history of the Directors' allowance including the origins of the \$1/member formula, the spending pattern since 2004 and the ways the funds are spent.
- The current funding formula does not work for the Indigenous Director.
- The proposed process for applying for funds would include an email to the CEO with a maximum four week wait time for a committee to review requests over \$100.
- The proposed method is perceived as being bureaucratic and inaccessible.
- Involving the CEO is a good idea because there may be other factors to consider (e.g., insurance, other groups that are also meeting, etc.).
- Another suggestion presented was to allocate \$1,500 per regional director.

- An amount of \$1,500 per director means \$20,000 will be allocated in the budget.
- This is a large amount to include in the operations budget, especially since historically the total amount spent per year by all Directors is less than \$2,000.
- An amount of \$3,000 could be budgeted under the operations budget and the rest could be budgeted under special projects.
- The Regional Development Fund was created with networking and professional development activities in mind.
- Face-to-face activities are very important and provinces with low member numbers do not have enough funds to hold networking events.
- The Regional Development Fund is expected to total around \$80,000 this year, less the money spent on the Leadership Forum.
- Having a tight limit on spending also promotes thinking outside the box and being mindful of resources and reaching out to others who can provide resources.
- It is important that CCPA and Directors be accountable to members for the use of their money.

Motion: to adopt the Directors Allowance Policy as presented.

Moved by Michel Turcotte. Seconded by Marion Clorey.

2 opposed

1 abstention

CARRIED

13. Committee Reports

Awards Committee

- A survey was circulated to members to recruit volunteers for the adjudication of the various awards.
- A list of approximately 40 volunteers has been created and these volunteers are being slotted into various adjudication panels.
- The committee has reviewed the rubric for each award and is proposing changes.
- The deadline for award applications is December 15.
- The Committee is asking that Directors let their members know about the awards.

Motion: To replace the criteria of submitting four copies of the thesis/dissertation summary to “electronically submit 1 complete copy of the thesis/dissertation and 1 copy of the summary”.

Moved by Tracy Duffy. Seconded by Vicki-Anne Rodrigue.

CARRIED

Governance Committee

Directors' Allowance

- The Finance Committee is required to review applications for the Directors Allowance.
- The Committee is currently composed of Michel Turcotte and Barb MacCallum.
- Two other directors are required.
- Kiraz Johannsen and Marion Clorey are interested in being part of the Committee.
- Kimberly Young has been designated as the alternate.
- Barb MacCallum will develop the form for Directors who wish more than \$100 for an

activity.

CCC Directory

- Complaints have been received regarding the specializations in the CCC Directory.
- Directors with expertise in different areas are needed to review the list.
- Jen Rowett and Vicki-Anne Rodrigue volunteered to be part of this work package.

Advertising Policy

- A complaint was received about an ad that was part of a list-serv.
- It was decided that a new policy to review advertisements is not required.

Indigenous Director Board Position

- The new not-for-profit organizations act requires that board members be elected.
- If no election occurs, a board member can be appointed for one year.
- Since the Indigenous Director does not have a constituency, the position can only be held for one year.
- There is concern that annual turnover for this position can be disruptive and not provide enough time for someone to learn about the Board and its needs and be productive in their position.
- It is hoped that the outgoing Director can mentor the incoming director.

Electoral Process for Regional Directors and President Elect

- The electoral process for regional directors and president-elect was reviewed for situations in which there is a tie and for the amount of information disclosed.
- The changes suggested will be sent to the QA Committee.

Ethics Complaints Records

- The policy regarding ethics complaints records is being reviewed and will be sent to the QA Committee after advice is obtained from legal counsel.

Quality Assurance Committee

- The committee reviewed a proposal to offer a free e-book to members.
- The proposal seemed to be a marketing ploy and was different than the majority of book deals currently offered on the CCPA website.
- The committee decided it was not in the best interests of our members to accept this offer.
- The Chapter Liaison role was reviewed and guidelines were created.
- The Quality Assurance Committee is currently reviewing the policy provided by the Governance Committee.
- The Indigenous CEC Project was reviewed.
- There is a dilemma between protecting and respecting the standards of CCPA and devaluing Indigenous values and knowledge by forcing Indigenous practices to be translated into a Western framework.
- To avoid this dilemma, an Indigenous review panel could be used to review the applications for CECs for Indigenous practices.
- Anne Marshall would be a good resource to consult because of the Indigenous Program at the University of Victoria .
- The New Zealand Counselling Association has a strong Indigenous component and could be consulted.

Risk Management Committee

- The Risk Management Report is very helpful in understanding the issues that CCPA faces.
- It is important that this document and the information contained within it remain confidential.

Global Partnerships Committee

- There are logistical challenges to having an external member on the Committee as he/she is not part of the face-to-face Board meetings.
- The Committee will be submitting a request for changes to the external member position to the Governance Committee.
- CCPA has strong ties with certain national associations but has limited connections with others.
- The Committee will be reaching out to those with whom CCPA has limited connections.
- From now until March 2016, the committee will be identifying potential international partners and creating a list of questions to pose to these associations.
- A text entitled “Counselling around the World” published by the American Counselling Association would be a good resource.

14. International Association for Counselling (IAC)

- Blythe provided an overview of the history of IAC.
- There have been many Past Presidents of CCPA involved in the Board and Executive of IAC.
- Involvement in IAC positions CCPA to be the go-to national organization in Canada.
- IAC has many roundtables including Ethics, Research, Practitioners and Students that meet to tackle specific issues.
- IAC conferences have a very different format than CCPA Conferences.
- During an IAC Conference, delegates stay with a specific working group during the entire conference.
- The results of the working groups are compiled and sent to the United Nations.
- CCPA is the first patron member of IAC.
- IAC is struggling financially and has no administrative support staff.
- CCPA is taking over their membership renewal process.

15. HST/GST Exemption

- CCPA has been seeking HST/GST exemption due to the unfair playing field created because Psychologists do not have to charge HST/GST.
- Canadian policy dictates that a profession must be regulated in five provinces before exemption can be sought.
- However, HST/GST exemption means that practitioners cannot use their input tax credits.
- Therefore, CCPA should be requesting a 0-rated or 0% HST/GST which would effectively allow practitioners to not charge HST/GST but would allow them to use their input tax credits.

16. Next Meeting

The next meeting will be held via teleconference call on January 20, 2016.

17. Adjournment

Motion: To adjourn the meeting.

Moved by Kiraz Johannsen. Seconded by Vicki-Anne Rodrigue.

CARRIED

President

Date

Summary of Motions

Motion: To approve the agenda as presented.

**Moved by Nicholas Renaud. Seconded by Kiraz Johannsen.
CARRIED.**

Motion: To accept the minutes of the October 14, 2015 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Tracy Duffy. Seconded by Kathy Offet-Gartner.
CARRIED.**

Motion: To accept the Strategic Plan as presented.

**Moved by Bill Thomas. Seconded by Jen Rowett.
CARRIED**

Motion: To approve participation in the FACT-BC Competency Survey.

**Moved by Joyce Milligan. Seconded by Kiraz Johannsen.
CARRIED**

Motion: to adopt the Directors Allowance Policy as presented.

**Moved by Michel Turcotte. Seconded by Marion Clorey.
2 opposed
1 abstention
CARRIED**

Motion: To replace the criteria of submitting four copies of the thesis/dissertation summary to “electronically submit 1 complete copy of the thesis/dissertation and 1 copy of the summary”.

**Moved by Tracy Duffy. Seconded by Vicki-Anne Rodrigue.
CARRIED**

Motion: To adjourn the meeting.

**Moved by Kiraz Johannsen. Seconded by Vicki-Anne Rodrigue.
CARRIED**

Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	4	Provide Directors with the Leadership Forum participants in their region	ASAP	National Office
2	4	Determine if a name change of “Leadership Forum” to something else would improve the application rate	February 2016	National Office
3	5	Determine the cost for CCPA to do a national campaign regarding “What are counsellors?”	ASAP	National Office
4	5	Write a letter to the Health Minister in Quebec to push for psychotherapists to be included in providing mental health services	ASAP	Quebec Directors, National Office, IMPACT
5	8	Check with Chapter Presidents if Affiliate representatives can be part of the Chapter President teleconferences	ASAP	Barb MacCallum
6	9	Review Budget and send questions to National Office	January 17, 2016	Board Members
7	11	Notify FACT-BC that the Board is in favour of distributing the Competency Profile Survey	December 1, 2015	Barb MacCallum
8	13	Develop form for Directors funding requests	ASAP	Barb MacCallum
9	13	Seek advice from legal counsel on record retention	ASAP	Barb MacCallum