

**CCPA Board Meeting  
February 17, 2016  
Teleconference  
13h00 – 14h10 (ET)**

**Present:** Natasha Caverley (Chair), Ricardo Pickering, Marion Clorey, Joyce Milligan, Nicholas Renaud, John Driscoll, Tracy Duffy, Michel Turcotte, Kathy Offet-Gartner, Bill Thomas, Andrea Currie, Kimberly Young, Barbara MacCallum (Secretary)

**Guests:** Nicole Maurice, Kim Hollihan

**Regrets:** Blythe Shepard, Jen Rowett, Brigitte Landry

**Absent:** Kiraz Johannsen, Vicki-Anne Rodrigue

**Welcome**

- Natasha welcomed everyone to the Board meeting.

**Agenda**

1. Approval of Agenda
2. Acceptance of the January 20, 2016 Minutes
3. Ratification of the November 14-15, 2015 Minutes
4. Conflict of Interest
5. Information Items
  - CACEP Rejuvenation Project
  - Research Task Group
  - Regulation Update
6. Indigenous Director
7. Regional Development Fund Application - BC
8. CCC-S Modifications
9. Next Meeting
10. Adjournment

**1. Approval of the Agenda**

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

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

**2. Acceptance of Minutes**

**Motion:** To accept the minutes of the January 20, 2016 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Joyce Milligan. Seconded by Ricardo Pickering  
CARRIED.**

### **3. Ratification of Minutes**

- A unique situation occurred, whereby the November 2015 Board minutes required revision after they had been approved at the January 2016 Board Meeting.
- The changes were related to the Nova Scotia Director's report.
- The revisions were circulated and the Board voted electronically to accept the amended minutes.

**Motion:** To ratify the amended minutes of the November 14-15, 2015 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Kathy Offet-Gartner. Seconded by Ricardo Pickering  
CARRIED.**

### **4. Conflict of Interest**

- The following conflicts were noted:
  - Ricardo Pickering regarding the Regional Development Fund Application for BC.
  - Bill Thomas regarding the Indigenous Director position.
  - Natasha Caverley noted that she would be in conflict if she was required to vote to break a tie regarding the Regional Development Fund Application for BC.
- A declaration of conflict may be made at any time during the meeting.

### **5. Information Items**

#### **CACEP Rejuvenation Project**

- Natasha Caverley 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 results of the survey and interviews were delivered in mid-December and were discussed by the CACEP Committee on January 11, 2016.
- The Committee met again on February 15, 2016 to review the CACEP Rejuvenation plan and to discuss next steps.
- The goal is to provide a report to the Board for the April 2016 Board meeting.

#### **Research Task Group**

- The research paper was circulated to the Executive Committee in December 2015 for review.
- As requested by the Executive Committee, Barb MacCallum sent out a letter of thanks to each Committee member under Natasha Caverley's signature.
- Barb also contacted Sandra Collins who has been coordinating the work of the Task Group to request that two sections be added to the paper:
  - A description of the process used to develop the paper.
  - A short description of each author's background.
- Sandra agreed to coordinate the addition of these two sections.
- A deadline of February 29, 2016 was set.
- The revised report will be circulated to the Board the first week of March 2016, if the February 29, 2016 deadline is met.

## **Regulation Update**

### **British Columbia**

- The updated Competency Profile Survey was launched on February 1, 2016.
- Blythe Shepard and Barb MacCallum are working on several committees.
  - Barb MacCallum is working on the Finance Committee and the Regulation Committee.
  - Blythe is working on the Registration Committee.
- The preliminary reports for these Committees are due at the next FACT-BC meeting on March 4, 2016.
- Blythe and Barb will attend on behalf of CCPA.

### **Alberta**

- The first meeting related to regulation was held on January 16, 2016.
- Participants attended a meeting in Edmonton or Calgary and the two meetings were connected via videoconference.
- Eleven organizations were represented.
- The organizations agreed to appoint two representatives to attend a teleconference call to finalize the structure of the alliance/coalition.
- The teleconference is scheduled for March 12, 2016.

### **Saskatchewan**

- The first meeting related to regulation was held in Saskatoon on January 30, 2016.
- All organizations have agreed to provide two delegates to meet via teleconference to formalize the alliance/coalition.
- A Doodle Poll to establish a teleconference has been circulated to the Saskatchewan organizations.

### **Newfoundland and Labrador**

- A group, led by Tracy Duffy has formed in NL.
- At the next meeting of the group, they will establish a date for Barb MacCallum to provide the same presentation as was given in Alberta and Saskatchewan.
- Tracy has a meeting scheduled with 2 ADM's from the Ministry of Health the week of February 22, 2016.

### **Ontario**

- Ontario is progressing as planned.
- The College is larger than anticipated – currently 3,000 RPs when initially the thought was that the College would have a maximum of 2,500 members.
- It was suggested that Barb MacCallum conduct a webinar (which would be recorded) to give the same presentation on regulation that was given in Alberta and Saskatchewan.

- The presentation provided a great overview of the issues and processes involved with regulation.

## 6. Indigenous Director

- There was one application for the Indigenous Director position - Bill Thomas.

**Motion:** To appoint Bill Thomas as the Indigenous Director for the period April 2016 to April 2017.

**Moved by Marion Clorey. Seconded by Kimberly Young  
CARRIED.**

- The Board expressed its support and best wishes for Bill in this position.

## 7. Regional Development Fund Application - BC

- A proposal was submitted to conduct a pilot project in BC to provide a series of workshops in five locations.
- In addition, at the same time, presentations would be given to students in BC institutions.
- The workshops would provide valuable professional development as well as offer a way to advertise CCPA in the province.
- This would raise CCPA's profile in the province; something that is very much required at this time.
- This activity was noted in the strategic planning document as a priority.
- It was noted that there is \$87,000 in the Regional Development Fund.
- Concern regarding the proposed high cost of hosting 5 separate events was expressed.
- It was noted that in a BC survey of members, the top request was face-to-face professional development events.
- After a fulsome discussion, a revised proposal was requested for the March 2016 Board of Director's meeting.
- The revised proposal would include the following components:
  - Having the event on the same day in each location.
  - Connecting the locations via videoconferencing and allowing attendees to be at the location in person or attend virtually through technology.
  - Securing locations at universities that have the required technology. The assumption made is that we may be able to get these facilities for low or no-cost.
- The proposal had anticipated that the project could start in February and that the sessions could be held in April 2016.
- Due to the requirement to revise the proposal, the sessions will most likely now occur in the Fall of 2016.
- During the period from May to September, it will not be possible to access students at the various BC institutions.
- Concern regarding the delay was expressed.

## 8. CCC-S Modifications

- This item was deferred to the March Board meeting.

9. **Next Meeting**

The next teleconference will be held on March 16, 2016.

10. **Adjournment**

**Motion:** To adjourn the meeting.

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

**Motion:** To accept the minutes of the January 20, 2016 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Joyce Milligan. Seconded by Ricardo Pickering  
CARRIED.**

**Motion:** To ratify the amended minutes of the November 14-15, 2015 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Kathy Offet-Gartner. Seconded by Ricardo Pickering  
CARRIED.**

**Motion:** To appoint Bill Thomas as the Indigenous Director for the period April 2016 to April 2017.

**Moved by Marion Clorey. Seconded by Kimberly Young  
CARRIED.**

**Motion:** To adjourn the meeting.

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

### Summary of Action Items

<b>Task Number</b>	<b>Minute Reference</b>	<b>Task</b>	<b>Date</b>	<b>Responsibility</b>
1	5	Schedule a webinar regarding regulation.		Barb MacCallum
2	7	Revise the BC Regional Development Fund Applications	March 10, 2016	Nicole Maurice