



CCPA Board Meeting
April 4-5, 2016
8:30 - 17:00 p.m. (ET)

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

Guests : Nicole Maurice, Kim Hollihan

Welcome :

- Natasha welcomed everyone to the meeting.
- Natasha asked all Directors to sign the Code of Conduct and Oath of Office documents and return them to Nicole Maurice prior to the end of the Board Meeting (5 p.m. April 5, 2016).
- Natasha noted that a “Parking Lot” flipchart was located in the corner of the room.
- If items of importance that are not on the agenda are noted by a Director, the Director is welcome to make a notation in the Parking Lot.

Agenda

1. Approval of Agenda
2. Acceptance of the March 16, 2016 minutes
3. Conflict of Interest
4. National Themes Discussion
5. Board Evaluation
6. Research Task Group Report
7. CCC and Universities Canada
8. 2016 Research Conference
9. BC Regional Development Fund Application
10. Committee Reports
11. CACEP Report Review and Next Steps
12. CCPA Legislative Support Fund
13. Ethics Complaints Procedure Change
14. Ethics Complaints Committee Member Recruitment
15. Election Process Changes
16. Next Meeting
17. Adjournment



1. **Approval of the Agenda**

The following items were added to the agenda:

- The 2016 Research Conference
- Ethics Complaints Committee Member Recruitment

Motion: To approve the agenda as amended.

**Moved by Vicki-Anne Rodrigue. Seconded by Andrea Currie.
CARRIED.**

2. **Acceptance of Minutes**

Motion: To accept the minutes of the March 16, 2016 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Bill Thomas. Seconded by Nicholas Renaud.
CARRIED.**

3. **Conflict of Interest**

The following conflicts were noted:

- Natasha Caverley and Ricardo Pickering declared a conflict of interest with the BC Regional Development Fund Application.
- Andrea Currie declared a conflict of interest with the Research Task Group Report. She will participate in the discussion and answer any questions but abstain from voting should there be a motion.

4. **National Themes Discussion**

The following themes were identified and discussed by the Board of Directors.

a. **Regulation and Advocacy**

- Frustration was expressed with regard to the length of time it can take to achieve regulation.
- How can CCPA persuade the government to listen and respond in a timely manner?
- It is a positive sign that the associations within a province are coming together to pursue regulation.
- The associations must be united when they present to government.
- CCPA cannot take the lead on provincial matters but will be one of many voices that will have a say in regulation.
- There does have to be a leader to manage each group, but CCPA does not want to be seen as taking over the process.
- CCPA wants members to know that it is not pushing regulation on them but that regulation will actually provide benefits in the long-term.
- Regulation is a very political process.
- Communication is very important so that there is not a disconnect between CCPA members and Board and employers.
- Sharing of documents that other provinces used in the regulation process – e.g. documents prepared from FACT-BC is important as it reduces workload for other provinces.



- Interprovincial connectivity is important.
- The College of Registered Psychotherapists of Ontario (CRPO) has documents and other information that has not been translated into French.
- CCPA is advocating for bilingualism but it is difficult because CRPO is not required to translate all documents.
- Would a ROI (Return on Investment) document be helpful to demonstrate the value of counselling services?
- This would put an economic driver behind the advocacy to include counsellors as part of the primary health care system.
- Because of economic difficulties, provinces are focussing on resource development and job opportunities.
- Mental health is intangible.
 - Some examples of financial benefits are:
 - Private practitioners are “small businesses” or “entrepreneurs”. Use this language in political conversations.
 - Regulation helps small businesses.
 - Collecting information regarding absenteeism and high costs for anti-anxiety medication.
 - Savings re emergency room visits for those needing suicide intervention.
 - Increasing awareness of the relationship between physical and mental health.
 - Consequences of intergenerational mental health issues.
 - Better outcomes and cost savings if intervention occurs when a person is younger. Able to develop strategies and techniques rather than waiting until later when the condition may be severe.
 - Workplace harassment.
 - Costs of mental health for veterans.

b. Student Representatives Outreach

- When is a good time of year to approach student and professors?
 - Connections can be achieved through the Counsellor Educators Chapter.
 - A personal call to the head of department is more effective than an email.
 - Connect with other Board members who have networks and contacts.
- Possible idea: Leadership forum specifically for students.
- More of a framework for student representatives so new Directors do not have to start from scratch.
- Student representative program should be more centrally run and given more support.
- Mandy Ricard (Membership Coordinator) currently runs the Student Representative program.
- Perhaps a call with her could answer questions regarding the structure of the program.



c. Membership and Communication

- Why do members feel that CCPA is impersonal and they cannot call us?
- CCPA is seen as having a corporate culture which it actually does not have.
- Put a button on website saying “ask a question”.
- Recruitment is not a problem. Retention is the problem.
- Potential solution is to call every new member within his/her first year – this is very labour intensive.
 - Students use CCPA for practicum insurance and then leave.
 - After they graduate, students receive the first year of membership at no cost if they become certified.
 - They do not renew for the second year.
 - How does CCPA increase the value of membership?
 - How does CCPA create benefits that are more tangible?
 - Can CCPA provide access to clinical supervision on the phone at a discounted rate?
 - Enhance the Facebook page?
 - Can the directors reach out to the new members on a more local level?
 - Insurance keeps CCCs but non-CCCs or CCCs without CCPA insurance do not stay.
 - Can monthly lists from Karina highlight the new members?
 - Communication of the ROI is very important because many members do not know about what CCPA offers.
 - It would be good if communication and engagement could occur at the Director level instead of always having communication sent to National Office.
 - The suggestion was made that CCPA hire a person on a temporary basis to do the call-outs.
 - Progress would be tracked to see if the investment is worthwhile.

d. Professional Development

- QCA has regular ProD events where a large number of topics are discussed plus a social event plus an awards ceremony.
- This means lots of member engagement.
- This requires a core group of interested members.
- ProD is important in regulated environments.
- How can CCPA offer/create/facilitate quality, pertinent ProD?
- Can CCPA create “Meetup” groups so that members can be aware of local events?
- Meetup is very inexpensive and allows people to easily setup in-person meetings and have them regularly.
- Kathy Offet-Gartner provided a demo of Meetup (<http://www.meetup.com/>).



5. Board Self-Evaluation

- The Board Self-Evaluations are conducted annually and are a self-reflection activity.
- Evaluations are completed and submitted in confidence to the CEO for synthesis purposes.
- The results are intended to serve as a “temperature check” in terms of highlighting areas of strength and opportunity and areas for further development.
- Natasha Caverley shared the results of Board of Directors Self-Evaluation.
- Areas of strength and opportunities include:
 - Governance: Comfortable in reaching out to the Executive about concerns/questions and seeking clarifications to enhance understanding of Board governance.
 - Participation at Board the table: commitment/dedication to CCPA’s mission, respect confidentiality, diligent in declaring/avoiding conflicts of interest.
 - Participation away from Board table: commitment/dedication to provincial/territorial outreach and participation in project/committee meetings between Board meetings.
 - Communication skills: Communication (telephone and electronic) with regional CCPA members and initiative in finding information or asking questions when unsure of an answer.
- Areas for further development include:
 - Governance: use of the CCPA and/or website to understand governance issues, understanding CCPA purpose, policies, legislation, and programs, and understanding roles/duties roles as a Director.
 - Participation at Board table: no low scores!
 - Participation away from Board table: regular communication with student representatives and maintenance of work/life balance.
 - Communication skills: celebration of our successes with one another during or between meetings.
- Natasha provided a review of the difference between a policy board and an administrative board and a review of the role of the Directors at the Board table and away from the Board table.

6. Research Task Group Report

- Natasha provided an overview of the task group, and the terms of reference developed for the project.
Discussion:
- A free ranging and fulsome discussion of the report ensued. The following comments were made.
 - General
 - The report is very comprehensive.



- Proud of being able to talk about these issues and be aware of all of the issues that are arising.
- A suggestion was made that CCPA should have someone tracking legal precedents regarding the issues discussed in the Research Paper.
- Perhaps if CCPA consults and reviews past legal cases, CCPA can learn from them.
- Can CCPA strengthen the document by removing the word “ethnic” from the statement of purpose on page 9 as a means of broadening the reference to diversity?
- By trying to be inclusive, CCPA can become exclusive.
- Understanding the social determinants of health is necessary to practice under the idea of “do no harm.”
- Understanding social determinants is a factor in professional competency and the CCPA *Code of Ethics* must align with this.
- CCPA’s mandate is to ensure competent practice.
- Therefore, CCPA has to promote competency-based ways of evaluating counsellors/supervisors.
- Competency-based standards must be holistic – i.e. they must include competencies in all areas. This includes cultural awareness, not just practical or theoretical knowledge.
- Disappointed that some people withdrew from the task force.
- Having their views represented is very important. (Note: The Spiritual and Pastoral Care Chapter representatives did not review the report but did submit input).
- Recommendations in the Report
 - CCPA is already doing many of the things that the document recommends.
 - Is it not understood or known what CCPA is doing?
 - It would have been helpful for the document to be more precise in where or what context the recommendations would apply.
 - Some of the recommendations are statements that are unclear as to what the actual suggested action is.
 - Some of the recommendations are hard to put into action in terms of the resources that are required – e.g. Vetting every single session at the conference. Having a committee review every webinar before it is given.
 - It is not only CCPA’s responsibility to act but CCPA’s members must contribute as well.
 - Should CCPA add a diversity and ethical education criteria to maintaining CCC. Is this logistically possible?
- Articulating a Position
 - The paper seemed a little unclear at times as to the position of the paper and what stance CCPA should take.



- As a Board member, it is hard to know what position to take as a result of this paper.
- The paper provides “food for thought” but how does CCPA act on it? Should it be peer reviewed?
- Is the Board getting lost in the details of specifics? The Board needs to remember the spirit of the paper of being inclusive in our actions.
- CCPA’s first mandate is to professional counsellors.
- Changing CCPA’s mandate to include basic human rights of the clients would be a major shift.
- CCPA’s members are responsible to the greater community, but what does that mean and how do you put that into practice?
- Distribution of the Report
 - Should this report be available to CCPA members?
 - Part of the original plan was to submit it to CJCP for an article.
- Next Steps
 - Natasha Caverley invited Directors to volunteer to participate in an ad hoc committee to develop the next steps for this project. i.e. How does CCPA manage the recommendations and move ahead?
 - The following Directors volunteered for this ad hoc committee: Natasha Caverley, Kathy Offet-Gartner, Kiraz Johannsen, and Vicki-Anne Rodrigue.
 - Natasha also invited Board members to provide further reflections regarding the report in writing to her by April 30, 2016.
 - Natasha will then compile the reflections.
 - The reflections will be completely confidential (i.e., Natasha will be the only one to see them).
 - All comments will be de-identified before they are distributed to the CCPA Board Research Task Group Report Sub-Committee to inform their discussions and the preparation of a draft action plan based on the content in the report.
 - The action plan will come back to the Board.

7. CCC and Universities Canada (UC)

- John Driscoll provided a history of the concern related to the use of UC membership as a requirement for Canadian institutions to allow its graduates to be eligible for CCC.
- UC is not an accrediting body.
- What does having the UC membership tell us?
 - The university has a library, has a core faculty, does research, etc.
- The Risk Management Committee has been following this issue for several years.
- Requirements in regulated provinces do not align with CCPA requirements.
- The criteria of an institution belonging to UC is a practical criteria but is limiting because UC only accepts public not-for-profit and private not-for-profit institutions as members.



- CCPA does not require the same level of institutional scrutiny for international candidates.
- A proposed motion was discussed.
- This motion still presents barriers and implies that UC holds sway over others.
- Can requirements be changed to a competency-based model?
 - This is a lot more complicated to evaluate.
 - How would CCPA evaluate competencies?
 - How does someone prove that they have the competencies?
- Blythe Shepard provided an overview of the other certification requirements.
- If CCPA changes any criteria, CCPA will be monitoring its insurance claims to determine if there is an increase in claims.
- CCPA currently has an exceptionally good claims history.
- A minimum of a Master's degree gives credibility with insurance companies and EAPs.
- Can CCPA add a level in between membership and certification?
- Will some members be upset if CCPA removes the UC criteria?
- The Counsellor Educator Chapter was surveyed and less than 40 members responded.
- The majority of respondents said they were in favour of removing the UC requirement but the comments led reviewers to believe that respondents did not really understand what UC was.
- The Counsellor Educator Chapter is not ready to recommend a change at this time.
- Does this motion create a greater inclusiveness in terms of social justice?
- Blythe provided an overview of what CACEP evaluates.
- The landscape is changing and CCPA must also change.
- CCPA cannot call itself the leading association when it does not accept counsellors who are accepted by the regulatory body in their province.
- What if a new program starts up and has not been evaluated?
 - It would take a few years for graduates to be eligible for CCC so the program can be evaluated.
- Impact of removing UC on National Office procedures:
 - Long term: The Registrar will receive applications from unfamiliar institutions and will have to develop methods to conduct research and evaluate them.
 - Short term: There may be a sudden influx of applications and the National Office may have to hire a part-time assistant for the CCC Registrar.

Motion: That the CCPA certification eligibility requirements be adjusted to permit potential candidates who hold a graduate-level degree based on a coherent program in counselling or a related professional field from

- a Canadian institution that is governmentally recognized as a degree-granting institution or
- a regionally accredited institution in the US or



- an international institution whose program has undergone a comprehensive Canadian equivalency through a third party evaluation, for example, WES or ICES

Moved by Michel Turcotte. Seconded by Joyce Milligan.



CARRIED.

8. 2016 Research Conference

- Initially, CCPA was to hold the 2016 Research Conference at Mount Royal University in Alberta in September 2016.
- Kathy Offet-Gartner was working with Nicole Maurice to organize the event.
- Kathy has just learned that there is an opportunity to piggy-back the conference to a public speaking event by Clara Hughes which is to take place in St. Albert (near Edmonton) a few weeks after the original dates for the Research Conference.
- Kathy has been discussing this possibility with Nicole Imgrund (AB/NWT Chapter President).
- In order for CCPA to have a presence at the event, funding is required.
- Timing is crucial in that, if CCPA does not want to be part of this event, it will probably have to move the Research Conference to 2017.
- The two events are so close from a timing perspective that they will most likely compete with each other for attendance.
- A discussion of the various types of presence CCPA might request was held.
- For the anticipated contribution the Board indicated that CCPA needed to have a very prominent presence.
- The details will have to be worked out with Nicole Imgrund over the next few days.

Motion: In addition to the 2016 Research Conference, CCPA supports in principle the sponsorship of up to \$7,500 from the Regional Development Fund towards the Clara Hughes presentation subject to negotiating a CCPA presence.

Moved by Michel Turcotte. Seconded by Bill Thomas

CARRIED

1 Opposed

2 Abstentions

9. BC Regional Development Fund Application

- At the February 2016 Board of Director's meeting, a Regional Development Fund Proposal for BC was discussed.
- The Board requested additional information regarding alternate methods of delivering the workshops noted in the proposal.
- The alternate methods were to include video-conferencing technology.
- The proposal was updated, and it is this updated version that has been re-submitted for consideration.

Motion: To approve Option 1 as presented in the BC Regional Development Fund application with the addition of a video option at one specific site.

Moved by Joyce Milligan. Seconded by Andrea Currie.

CARRIED.



10. Committee Reports

Risk Management Committee

- UC issue has been resolved.
- In May 2016, the Committee will be looking at membership numbers to see if there is any impact due to Ontario regulation in April 2015.
- Report will be updated as a result the UC and CACEP decisions.

Governance Committee

- The Committee recommended changes to the electoral process which will be reviewed by the Board later today.
- The Committee will be sending out a call for the NB Francophone Director position.
- The Committee is currently reviewing a change to the Awards program and is waiting for information from the Awards Committee.
- The Ethics complaint procedures change has been approved and will be reviewed by the Board later today.
- The Committee will be reviewing the Indigenous Director appointment procedures with the purpose of increasing the number of applications.
- The *Not-for-profit Corporations Act* allows Board members to return to the Board. The CCPA bylaws further stipulates that a Board member may return after a break of two years.
- The *Not-for-Profit Act* does not apply to Chapters because they are not incorporated.

Quality Assurance Committee

- The Committee completed its review of the CCC-S and the CCC proposed changes.
- The Committee is currently reviewing the Ethics Pledge.
- The Pledge has been reviewed and approved by legal counsel but Committee members are still questioning parts of it so the Pledge is still under review.

Global Partnerships Committee

- This Committee submitted a proposal to present at the 2016 IAC Conference.
- Jen Rowett (New Brunswick Anglophone Director) will be presenting.
- The Committee will be writing a paper on the work of the Committee and hopes to present the idea of a tool for organizations to use to help them connect with other organizations.

Awards Committee

- The Committee continues to hone the process for identifying chairs and the adjudication of the awards.
- The Committee distributed a survey to Chairs and members of the various adjudication committees to obtain their feedback.
- The feedback has been positive.
- The Committee is also reviewing the evaluation rubric and may recommend changes.



- The Board has agreed to waive the standard review process so that the Awards Committee can make changes to the rubric and criteria to better reflect the requirements of the master's thesis and doctoral dissertation awards in time for the next awards season.
- There was agreement that a notation be added to the website for these two awards that indicates that the updated criteria will be available as of September 1, 2016.

11. CACEP

- Natasha Caverley provided an overview of the project and the report.
- Concern was expressed over why so few programs have been accredited in 12 years.
- The manner in which the Council is populated will be one of the review items for the project.
- With regard to the financial outlook, the honoraria for site visitors has been removed.
- The research data indicates that site visitors are asking for some sort of honorarium but not all Advisory Committee members agreed on this practice so the honoraria has not been included.
- This was seen to be problematic.
- Should committee members (or at least Co-chairs) be given honoraria, not just site visitors?
 - The financial projections do contain honoraria for the Co-Chairs.

Motion: To accept the CACEP Rejuvenation Report and endorse Phase 2 of the project.

**Moved by John Driscoll. Seconded by Michel Turcotte.
CARRIED.**

12. Legislative Support Fund (LSF)

- There is a need to increase the funds allocated to the LSF as more provinces are in need of funds for regulation during this fiscal year.
- There is an application being prepared by BC to request \$8,000.
- There is currently \$1,000 left in the fund.

Motion: To allocate an additional \$8,000 to the legislative support fund for the fiscal year 2016-2017.

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

13. Ethics Complaints Procedures Change

- National Office keeps all documents associated with ethical complaints.
- The current policy indicates that CCPA should destroy files after three years.
- However, there can be repeat offenders and the committee would not have that history if files are destroyed after three years.
- HIPAA (*Health Insurance Portability and Accountability Act*) states that records must be kept for 7 or 10 years.
- HIPAA does not apply to CCPA because CCPA is not a federally mandated regulatory body; CCPA is a voluntary non-profit association.



- CCPA legal counsel has indicated that the files should be kept in perpetuity.
- Will destroying complaints (even those with no sanctions) cause problems since CCPA will not be able to confirm yes or no as to whether or not the person has ever had a complaint against them?
- It is not fair to a member to keep a file against them once they have been found “not guilty”.
- Currently records of unsubstantiated complaints are destroyed after three years.
- Several questions were asked:
 - How many complaints a year have repeat offenders?
 - Do repeat offenders have sanctions?
 - How can CCPA port CCCs into regulatory colleges if it can't confirm if a member has never had a complaint lodged against him/her?
 - Which associations were consulted in comparing procedures?
 - What is the difference between the regulatory language and the association language?

Motion: To suspend the Ethics Complaints Procedure of destroying records after three years pending review by the Governance Committee, such review to take place before the November 2016 board meeting.

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

14. Ethics Complaints Committee Recruitment

- The Ethics Complaints Committee requires more members.
- Currently there are four members and ideally they would have 10 members.
- A call is being sent out to CCPA members.
- Directors were asked to think about their networks and reach out to anyone they think would be appropriate for this Committee.
- The current chair is available for calls to discuss roles and responsibilities and time commitments etc.

15. Election Process Changes

- The changes proposed were developed to address feedback that was provided to CCPA after the 2015 Elections.
- The changes would allow candidates to know the exact results.
- One change is a bylaw change so this must be approved by the membership at the next AGM.

Motion: To adopt the bylaw changes related to the election procedures.

**Moved by Tracy Duffy. Seconded by Kimberly Young.
CARRIED.**

Motion: To adopt the election policy and procedure changes as presented.

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



- Additional discussion was held with regard to the terms of office for Directors.
 - Should CCPA move to three year terms to allow the directors to see projects through to their completion.
 - Sometimes projects take a long time and can get passed over to the next Director who then may have to start over.
 - Another option is to find a way to make sure that there is not a full board turnover every four years.
 - Second term directors can create a “lessons-learned” document to share with the new incoming director.
 - The board be balanced between new and returning directors.
 - How to entice more members interested in becoming a board member?

16. Next Meeting

The next meeting will be held via teleconference on May 19, 2016 at 19:00 ET.

17. Adjournment

Motion: To adjourn the meeting.

Moved by Kiraz Johannsen. Seconded by Kathy Offet-Gartner.
CARRIED.

President

Date



Summary of Motions

Motion: To approve the agenda as amended.

**Moved by Vicki-Anne Rodrigue. Seconded by Andrea Currie.
CARRIED.**

Motion: To accept the minutes of the March 16, 2016 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Bill Thomas. Seconded by Nicholas Renaud.
CARRIED.**

Motion: That the CCPA certification eligibility requirements be adjusted to permit potential candidates who hold a graduate-level degree based on a coherent program in counselling or a related professional field from

- a Canadian institution that is governmentally recognized as a degree-granting institution or
- a regionally accredited institution in the US or
- an international institution whose program has undergone a comprehensive Canadian equivalency through a third party evaluation, for example, WES or ICES

**Moved by Michel Turcotte. Seconded by Joyce Milligan.
CARRIED.**

Motion: In addition to the 2016 Research Conference, CCPA supports in principle the sponsorship of up to \$7,500 from the Regional Development Fund towards the Clara Hughes presentation subject to negotiating a CCPA presence.

**Moved by Michel Turcotte. Seconded by Bill Thomas
CARRIED
1 Opposed
2 Abstentions**

Motion: To approve Option 1 as presented in the BC Regional Development Fund application with the addition of a video option at one specific site.

**Moved by Joyce Milligan. Seconded by Andrea Currie.
CARRIED.**

Motion: To accept the CACEP Rejuvenation Report and endorse Phase 2 of the project.

**Moved by John Driscoll. Seconded by Michel Turcotte.
CARRIED.**

Motion: To allocate an additional \$8,000 to the legislative support fund for the fiscal year 2016-2017.

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



Motion: To suspend the Ethics Complaints Procedure of destroying records after three years pending review by the Governance Committee, such review to take place before the November 2016 board meeting.

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

Motion: To adopt the bylaw changes related to the election procedures.

Moved by Tracy Duffy. Seconded by Kimberly Young.
CARRIED.

Motion: To adopt the election policy and procedure changes as presented.

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

Motion: To adjourn the meeting.

Moved by Kiraz Johannsen. Seconded by Kathy Offet-Gartner.
CARRIED.



Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	4c	Investigate putting an “Ask a Question” button on the website	ASAP	National Office
2	4c	Modify member lists which go to Directors each month to highlight new members	ASAP	National Office
3	4c	Investigate hiring a temporary resource to call new members within their first year of membership	June 2016	National Office
4	4d	Investigate the use of Meetup as a tool for connecting members re Professional Development	July 2016	National Office
5	6	Provide feedback to Natasha Caverley re the Research Task Group Report	April 30, 2016	Board Members
6	8	Negotiate CCPA presence at the Clara Hughes event	ASAP	Kathy Offet-Gartner and Nicole Maurice
7	10	Remove the awards application from the website until September 1, 2016	ASAP	National Office
8	10	Finalize award criteria	August 31, 2016	Awards Committee
9	13	Review Ethics Complaints procedure re destruction of documents	October 15, 2016	Governance Committee
10	14	Distribute call for members for the Ethics Complaints Committee	ASAP	National Office
11	14	Identify potential members for the Ethics Complaints Committee.	ASAP	Board Members