



**CCPA Board Meeting  
August 18, 2016  
19:00 - 20:10 p.m. (ET)**

**Present :** Natasha Caverley (Chair), Tracy Duffy, Michel Turcotte, Kathy Offet-Gartner, Bill Thomas, Kiraz Johannsen, Vicki-Anne Rodrigue, Ricardo Pickering, Joyce Milligan, John Driscoll, Jen Rowett, Barbara MacCallum (Secretary)

**Regrets :** Blythe Shepard, Kimberley Young, Marion Clorey, Andrea Currie

**Absent:** Nicholas Renaud

**Welcome**

- Natasha welcomed everyone to the Board meeting.

**Agenda**

1. Approval of Agenda
2. Acceptance of the May 19, 2016 minutes
3. Conflict of Interest
4. Chapter Support Fund Application – NCR Chapter
5. NCR Chapter By-Law Changes
6. Name Change for Technology in Counselling Chapter
7. Awards
8. Information Items
  - a. CACEP Rejuvenation Project
  - b. Ethics Committee
  - c. Board Elections
  - d. Staffing
  - e. New Brunswick Licensed Therapists ACT
  - f. Research Conference
9. Next Meeting
10. Adjournment

**1. Approval of the Agenda**

The following items were added to the agenda as information items.

- Board elections
- Staffing

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

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



**2. Acceptance of Minutes**

**Motion:** To accept the minutes of the May 19, 2016 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Bill Thomas. Seconded by Michel Turcotte.  
CARRIED.**

**3. Conflict of Interest**

The following conflicts were noted:

- Natasha Caverley and Vicki-Anne Rodrigue regarding the NCR Chapter Support Fund Application.
- Vicki-Anne Rodrigue regarding the NCR Chapter By-Law changes.

**4. Chapter Support Fund Application – NCR**

- The NCR Chapter is requesting \$700 to support a wellness day.
- The fee to attend is \$10.00.
- The morning speaker is included in the \$10.00 fee.
- All afternoon activities will be at the expense of the participants.

**Motion:** To approve the NCR Chapter application to the Chapter Support Fund.

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

**5. NCR Chapter By-Law Changes**

- The NCR Chapter is requesting a change to their by-laws that would allow a Student Representative position on their Board.
- This is different than a student who is part of the CCPA Student Representative program.
- It was noted that other Chapters have this arrangement and it works very well.
- Often the Chapter Student Representative and the CCPA Student Representative collaborate on presentations and their perspective as students is well received by their audience.

**Motion:** To approve the changes to the NCR Chapter By-Laws as presented.

**Moved by Kiraz Johannsen. Seconded by Bill Thomas.  
CARRIED.  
1 ABSTENTION.**

**6. Technology in Counselling Chapter Name Change**

- The Technology in Counselling Chapter has requested that its name be changed to “Technology and Innovative Solutions Chapter”.
- The Chapter has indicated that this name more accurately describes the purpose of the Chapter.



**Motion:** To approve the name change of the Technology in Counselling Chapter to the Technology and Innovative Solutions in Counselling Chapter.

**Moved by Ricardo Pickering. Seconded by Michel Turcotte.  
CARRIED.**

## 7. Awards

- The Awards Committee has recommended changes to the Doctoral and Master's Thesis awards.
- At the April 2016 Board of Directors meeting, it was agreed by the Board that the changes could go directly to the Executive and then to the Board in order to meet the September 2016 deadline for website posting.
- There are a number of changes being proposed for other Awards but at this time only the Master's Thesis and PhD Thesis are on the agenda for approval.
- The change related to a Board member not being able to receive an award while they are on the Board is still being reviewed.
- The Master's Thesis award is set at \$450 due to income tax issues.
- A T4A must be issued for any amount of \$500 or more.
- This award used to be \$500.
- A previous Master's Thesis award winner complained and the amount was changed.
- Tracy Duffy indicated that a great deal of the work related to the Award changes was completed by the previous Committee.
- She thanked the previous committee and the previous Chair for their work.

**Motion:** To approve the changes to the Master's Thesis Award and PhD thesis award as presented.

**Moved by Jen Rowett. Seconded by Kiraz Johannsen  
CARRIED.**

## 8. Information Items

### **CACEP Rejuvenation Project**

- Sharon Robertson and Bill Borgen will conduct a pre-conference site visitors training workshop at the 2017 Conference.
- They are hoping for 12-15 attendees for the site visitor's workshop.
- Natasha Caverley and Barb MacCallum have consulted on various techniques to advertise the workshop.
- Sharon Robertson will be attending the WACES (Western Association for Counselor Education and Supervision) Conference.
- However, Bill Borgen will not be able to attend as he will be in Europe.
- Blythe Shepard will attend the WACES Conference as the Executive representative.
- Pam Patterson will attend the WACES Conference as the representative from the CACEP Committee.
- Sharon Robertson is co-ordinating a ½ day meeting with Carol Bobby (senior Executive with CACREP – Council for Accreditation of Counseling and Related Educational



Programs) to gain an understanding of the current trends and latest information re CACREP.

- The next date and time for the CACEP Advisory Committee teleconference will be held in September.

### **Research Conference**

- Registration is still low.
- Advertising continues including promoting the event to counsellor educators, students and student reps.
- Bill Thomas indicated that since the Indigenous Chapter Award had no applicants this year, he would ask the Chapter to use the funds to support a student to attend the conference.
- Typically travel awards are not offered for this conference as it has a smaller budget that does not allow for this type of award.
- Also there is an expectation that most attendees will be local.
- Travel awards will be considered for future Research Conferences.
- Barb MacCallum will ask the other Chapter Presidents if they would be willing to support a student to attend the conference.
- Directors should remind their members of the Conference in any communications that they send out.
- Barb MacCallum will arrange to have the poster link sent to all Directors.
- There was a suggestion that CCPA reach out to Counsellor Educators who are not members of the Counsellor Educator Chapter.
- The fee for the conference includes the Clara Hughes event.
- It was suggested that the presentation by Clara Hughes should be linked to the Olympics.
- It was suggested that the research being done by students be highlighted in Cognica.
- This may be possible for the January edition. (the July edition has just been published and the Fall issue is too close to the conference dates).
- The early-bird rates end on September 12, 2016.

### **Board Elections**

- An announcement will be sent to members on August 19, 2016 to remind them of the upcoming Board nomination process and elections.
- Barb MacCallum will be following up with each Director during the one-on-one calls that are scheduled.

### **Staffing**

- Kiraz Johannsen requested an update on the status of Kim Hollihan's position.
- Kim Hollihan left CCPA in July 2016.
- Barb MacCallum indicated that the plans had proceeded as approved by the Executive Committee.
- Natasha Caverley indicated that the transition has been seamless and has allowed CCPA to continue its advocacy work without any stoppages.
- Kiraz indicated that she believes there is a conflict of interest.



- Natasha Caverley invited Kiraz to document her concerns and submit them directly to the Executive Committee (via Natasha in her capacity as Chair of the Executive Committee).

### **NB Francophone Director**

- The call for nominations was distributed on April 26, 2016.
- As of August 4, 2016, there have been no applications.
- Since there are no candidate(s), the NB Francophone Director position will remain vacant for the remainder of the term as nominations for the 2017—2019 CCPA Board of Directors will be occurring at the end of the 2016 calendar year.
- NB Anglophone messages will be translated and sent to Francophone members as an interim measure.
- The previous NB Francophone Director had been the Board liaison with the Creative Arts in Counselling Chapter.
- The Chapter has requested a new liaison.
- John Driscoll volunteered to become the new liaison.

### **Research Task Group Sub-Committee Update**

- Kathy Offet-Gartner, Kiraz Johannsen, Vicki-Anne Rodrigue and Natasha Caverley are the members of the Research Task Group Sub-Committee.
- The next teleconference will be on August 25, 2016.
- Each member of the Sub-Committee has a task to review the paper from a specific lens.
- Specifically, Vicki-Anne will read the Position Paper through a human rights and legislative lens (e.g., prohibitive grounds and legislative processes related to same), Kathy will read the Paper through a social justice/social inclusion lens, Kiraz will read the Paper through an ethics lens, and Natasha will read the Paper's recommendations – particularly in relation to any implications regarding CACEP and certification.
- An action plan will be developed and presented to the Board of Directors for approval.
- It is anticipated that this will happen at the November 2016 Board meeting.
- With regard to use of the Paper while it is still under review, anyone requesting access to the Paper or permission to use the Paper will be notified that the Paper is currently under review by an active Sub-Committee of the Board.

### **9. Next Meeting**

- The next meeting will be held by teleconference on September 15, 2016 at 13:00 ET.

### **10. Adjournment**

**Motion:** To adjourn the meeting.

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

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President

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Date



## Summary of Motions

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

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

**Motion:** To accept the minutes of the May 19, 2016 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Bill Thomas. Seconded by Michel Turcotte.  
CARRIED.**

**Motion:** To approve the NCR Chapter application to the Chapter Support Fund.

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

**Motion:** To approve the changes to the NCR Chapter By-Laws as presented.

**Moved by Kiraz Johannsen. Seconded by Bill Thomas.  
CARRIED.  
1 ABSTENTION.**

**Motion:** To approve the name change of the Technology in Counselling Chapter to the Technology and Innovative Solutions in Counselling Chapter.

**Moved by Ricardo Pickering. Seconded by Michel Turcotte.  
CARRIED.**

**Motion:** To approve the changes to the Master's Thesis Award and PhD thesis award as presented.

**Moved by Jen Rowett. Seconded by Kiraz Johannsen  
CARRIED.**

**Motion:** To adjourn the meeting.

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



### Summary of Action Items

<b>Task Number</b>	<b>Minute Reference</b>	<b>Task</b>	<b>Date</b>	<b>Responsibility</b>
1	8	Document conflict of interest	ASAP	Kiraz Johannsen
2	8	Send messages to constituents re the Research Conference	ASAP	Directors
3	8	Send poster link to Directors	ASAP	National Office
4	8	Contact Chapter Presidents about supporting students to go to the Research Conference	ASAP	National Office