



**CCPA Board Meeting
January 18, 2017
19:00 - 19:45 p.m. (ET)**

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

Regrets: Blythe Shepard, Kimberly Young, Kiraz Johannsen, Bill Thomas, Vicki-Anne Rodrigue

Welcome

- Natasha welcomed everyone to the Board meeting.

Agenda

1. Approval of Agenda
2. Acceptance of the November 14-15, 2016 minutes
3. Conflict of Interest
4. Budget 2017-2018
5. Special Awards
6. Information Items
 - a. CACEP Rejuvenation Project
 - b. Board Nominations
7. CCPA Board of Director's Expenses
8. Next Meeting
9. Adjournment

1. Approval of the Agenda

Motion: To approve the agenda as presented.

**Moved by Kathy Offet-Gartner. Seconded by Marion Clorey.
CARRIED.**

2. Acceptance of Minutes

Motion: To accept the minutes of the November 14-15, 2016 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Jen Rowett. Seconded by Joyce Milligan.
CARRIED.**

3. Conflict of Interest

- Kathy Offet-Gartner declared a conflict with regard to one of the Special Awards.
- A conflict may be declared at any point during the meeting.



4. Budget 2017-2018

- The budget was circulated to the Board of Directors on December 7, 2016.
- Questions were invited until January 13, 2017.
- Barb MacCallum reported that no questions had been received.

Motion: To approve the 2017-2018 CCPA Budget as presented.

**Moved by Michel Turcotte. Seconded by Nicholas Renaud.
CARRIED**

5. Special Awards

Motion: That the Lorne Flavelle Award be presented to Glenn Sheppard at the 2017 CCPA Annual Conference.

**Moved by Tracy Duffy. Seconded by Marian Clorey
CARRIED**

- It was noted that this is a well-deserved award given Glenn's many years of service to CCPA.
- Tracey Duffy indicated that she would like to be one of the presenters of this award.
- Kathy Offet-Gartner left the teleconference.

Motion: That the CCPA Unsung Heroes Award be presented to Nicole Imgrund at the 2017 CCPA Annual Conference.

**Moved by Andrea Currie. Seconded by Michel Turcotte.
CARRIED**

- Kathy Offet-Gartner rejoined the teleconference.

Motion: That the CCPA Humanitarian Award be presented to Mego Nerses at the 2017 CCPA Annual Conference.

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

Motion: That Honorary Life Memberships be awarded to Ron Lehr and Lorne Flavelle at the 2017 CCPA Annual Conference.

**Moved by Michel Turcotte. Seconded by Tracy Duffy.
CARRIED**

- It was noted that Ron Lehr was instrumental in establishing the Indigenous Mental Health course at Acadia.
- A request was made that the Awards Committee review the process by which Special Awards are adjudicated and make recommendations for changes, if necessary.



6. Information Items

CACEP Rejuvenation Project

- The detailed notes from the meeting in November 2016 have been posted in the project workspace for the CACEP Committee members to review.
- The CACEP Committee will meet via teleconference call on February 1, 2017 to review the changes and plan the next steps.
- Notice of the Site Visitor's workshop to be held prior to the 2017 Conference has been posted on the CCPA website.
- The deadline for applications was January 15, 2017.
- Bill Borgen and Sharon Robertson will review the resumes to determine suitable candidates to attend the workshop.
- John Driscoll noted the exceptional quality and quantity of work done by this Committee, in particular Natasha Caverley.

Board Nominations

- All positions have been filled.
- There will be two elections – NL and PEI.
- The current Board officially leaves office on May 13, 2017.

7. Board Expenses

- The CCPA fiscal year-end is January 31, 2017.
- Board members are asked to submit any expenses by January 31, 2017.
- Any expenses incurred the last week of January 2017 must be submitted by February 15, 2017.

8. Next Meeting

- The next meeting will be held by teleconference on February 15, 2017 at 13:00 ET.

9. Adjournment

Motion: To adjourn the meeting.

**Moved by Ricardo Pickering. Seconded by John Driscoll.
CARRIED.**

President

Date



Summary of Motions

Motion: To approve the agenda as presented.

**Moved by Kathy Offet-Gartner. Seconded by Marion Clorey.
CARRIED.**

Motion: To accept the minutes of the November 14-15, 2016 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Jen Rowett. Seconded by Joyce Milligan.
CARRIED.**

Motion: To approve the 2017-2018 CCPA Budget as presented.

**Moved by Michel Turcotte. Seconded by Nicholas Renaud.
CARRIED**

Motion: That the Lorne Flavelle Award be presented to Glenn Sheppard at the 2017 CCPA Annual Conference.

**Moved by Tracy Duffy. Seconded by Marian Clorey
CARRIED**

Motion: That the CCPA Unsung Heroes Award be presented to Nicole Imgrund at the 2017 CCPA Annual Conference.

**Moved by Andrea Currie. Seconded by Michel Turcotte.
CARRIED**

Motion: That the CCPA Humanitarian Award be presented to Mego Nerses at the 2017 CCPA Annual Conference.

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

Motion: That Honorary Life Memberships be awarded to Ron Lehr and Lorne Flavelle at the 2017 CCPA Annual Conference.

**Moved by Michel Turcotte. Seconded by Tracy Duffy.
CARRIED**

Motion: To adjourn the meeting.

**Moved by Ricardo Pickering. Seconded by John Driscoll.
CARRIED.**



Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	5	Awards Committee to review Special Awards adjudication process	April 2017	Awards Committee
2	7	Submit board expenses by January 31, 2017	January 31, 2017	Board Members