

**CCPA Board Meeting
November 19-20, 2016
Sheraton Hotel, Ottawa, ON
8:30-17:00 (EST)**

Present: Natasha Caverley (Chair), John Driscoll, Blythe Shepard, Joyce Milligan, Marion Clorey, Kimberly Young, Bill Thomas, Tracy Duffy, Nicholas Renaud, Kathy Offet-Gartner, Jen Rowett, Vicki-Anne Rodrigue, Michel Turcotte (November 20), Barbara MacCallum.

Regrets: Michel Turcotte (November 19), Andrea Currie, Kiraz Johannsen, Ricardo Pickering.

Guests: Nicole Boisvert (Acting Secretary).

Welcome

- Natasha Caverley welcomed everyone and thanked them for attending the 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” flipchart.

Agenda

1. Approval of Agenda
2. Acceptance of the September 15, 2016 Minutes
3. Conflict of Interest
4. Discussion on National Themes derived from the Directors and Chapters Reports
5. Chapter Support Fund Request – Technology and Innovative Solutions in Counselling Chapter
6. BC Workshops Update
7. Research Conference Update
8. Awards Motions
9. Hill Day/Meetings with National Indigenous Organizations
10. Information Items
 - CACEP Rejuvenation Project
 - 2017 CCPA Conference
 - Board Election Update
 - President’s Award
11. Budget Presentation
12. Proposed Action Plan for Research Task Group Position Paper
13. COMPASS Update
14. Committee Reports and Motions
15. Adjournment

Saturday, November 19, 2016

1. Approval of the Agenda

- An amendment was made to the agenda to move the Proposed Action Plan for the Research Task Group Position Paper to Day 2 and the Information Items to Day 1.

Motion: To approve the agenda as amended.

**Moved by Vicki-Anne Rodrigue. Seconded by Bill Thomas.
CARRIED.**

2. Approval of Minutes

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

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

3. Conflict of Interest

- Barbara MacCallum declared a conflict of interest with the COMPASS update.
- Natasha Caverley, Kathy Offet-Gartner and Vicki-Anne Rodrigue declared a conflict of interest with the Proposed Action Plan for the Research Task Group Position Paper as they were co-authors of the proposed action plan.
- John Driscoll declared that he had provided input to the Chapter Support Fund Request from the Technology and Innovative Solution's Chapter.
- A declaration of conflict may be made at any time during the meeting.

4. Discussion on National Themes derived from the Director's and Chapter Reports

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

a) Culturally appropriate service to special populations

i. Indigenous:

- The Assembly of First Nations is recommending that Health Canada reinstate CCCs on the list of approved service providers.
- Telehealth is now providing counselling services to First Nation's populations in Manitoba.
- A national Indigenous help line was identified as a possible new resource for the Talking Can Help website.

ii. Francophones

- Francophone members do not appear engaged which makes it difficult to provide services.
- The NCR Chapter of CCPA has received complaints regarding the lack of professional development opportunities that it provides in French.
- However, NCR Chapter French events are generally very poorly attended.
- It was suggested that CCPA partner with francophone organizations for advertising francophone events to reach a larger audience.
- The possibility of having only one francophone director on the board to represent all francophone members across the country was discussed.

- Barbara MacCallum provided background regarding the history of the francophone director positions.

iii. Hearing disabled

- Vicki-Anne Rodrigue will reach out to a member in the NCR Chapter who is doing counselling using sign language.

iv. Student engagement

- A new award has been created for Student Representatives.
- This award will be made available for the 2018 award season.
- It was suggested that CCPA build relationships with counsellor educators and practicum supervisors to assist Directors in scheduling time to present to students.
- Anecdotal information indicates that the best time for Directors to present to students is during the practicum or ethics classes.
- Sometimes there are barriers or misinformation that the Directors do not know about going into a student presentation, which can cause problems or uncomfortable situations.
- It was suggested that the National Office connect the Directors with a counsellor educator at each university to facilitate in the planning of student presentations.

b) School counselling associations

- Many school counsellors who do supervision do not meet the supervision requirements for CCC.
- Teachers' associations do not satisfy the association membership requirement for supervisors because their Codes of Ethics are not in line with CCPA's Code of Ethics and Standards of Practice.
- What kind of role can the School Counsellors Chapter play in helping with this issue?
- National Office will look into the possibility of doing a presentation on the certification requirements and clinical supervision requirements at the Chapter's AGM in 2017.

c) Chapters

- A discussion occurred regarding the intent and mandate of CCPA's special interest Chapters and how they can be utilized to better assist CCPA as a whole.
- There is a desire to create better relationships with the Chapters and engage with them for assistance in CCPA projects.
- It was suggested that CCPA formally thank the Chapters for their work.
- Natasha Caverley agreed to include this in her next President's message in Cognica.

d) Regulation

- Barbara MacCallum provided an update on the status of regulation in each province.

- BC – An upcoming election (May 2017) could cause setbacks. Meetings are continuing with the government but it is not clear what the timeline will be for a commitment to regulation.
- AB – An application was submitted to the Ministry of Health in September 2016. Nicole Imgrund has been appointed as the Chair of Fact-Alberta. A meeting with the Minister of Health is in the process of being scheduled
- SK – FACT-SK is starting up. The FACT-SK Steering Committee has been formed and are in the process of finding volunteers for other committees. The FACT-SK website has been launched. The application has been started.
- MB – The FACT-MB Steering Committee has been formed and is in the process of expanding its membership. The FACT-MANITOBA website has been launched. The application has been started.
- ON – There is still no indication as to whether or not the *Controlled Act of Psychotherapy* will be proclaimed. In Ontario, there is a 10 year limit on tabled legislation. Therefore, December 2017 would be the deadline for the Act to be proclaimed.
- QC – Status quo.
- NL – The application has been started and the FACT-NL Steering Committee has been formed. The FACT-NL website has been launched.
- NS – Status quo.
- NB – A private member's bill is ready to be filed. The registrar has been in touch with CCPA for assistance.
- PEI – The Steering Committee is mostly comprised of school counsellors. The committee is trying to recruit more diversity.
- A discussion occurred surrounding mandatory membership in Chapters in provinces where regulation is underway because the work of the Chapters will benefit all members, not just those who are members of the Chapter.
- However, the same argument could be made that CCPA's work benefits all counsellors, not just members.
- Issues could arise with forcing members to be part of a regional Chapter.
- It was indicated that some members appear to be tired of hearing about regulation because it has been going on for so many years in their province.

e) Lack of northern representation

- Blythe provided a summary of the Northern Initiative Program.
- As part of the initiative, CCPA attempted to address the needs of members living in northern, remote areas.
- This initiative was discontinued because of a lack of leadership from those living in the north and remote areas.
- National Office actively looks for webinars on northern issues.
- National Office researched resource databases as an added benefit for members.
- However, the fees to access these databases were prohibitive.
- It was suggested that CCPA ask members to self-identify as special populations to help the Association better plan its programs.

- It was suggested that CCPA consider offering more face-to-face professional development opportunities to those members in northern, remote and rural areas. This may be in the form of a Regional Development Fund application to host professional development workshops similar to the BC Regional workshops.

5. Chapter Support Fund Request – Technology and Innovative Solutions in Counselling Chapter

- The Technology and Innovations Solutions in Counselling Chapter submitted an application for funding to conduct research and develop tools surrounding the use of technology in counselling.
- The deliverables of this project would benefit all CCPA members, not just those of the Chapter.
- National Office and some members of the CCPA Executive Committee were consulted during the preparation of the application.
- The Chapter is requesting \$4,000.
- There is still a large amount of money in the Chapter Support Fund for this fiscal year.
- The Supervisor Competency project would like to contribute \$1,000 from their project funds so that the Chapter can also include some research on the competencies required for supervision conducted with the use of technology in supervision in their research project.
- The Chapter would be responsible for hiring a research consultant; this would not be done through CCPA.
- National Office will recommend to the Chapter that if the remunerated positions are filled by members of the Chapter Board, that those members be allowed to take a leave of absence rather than resign from the Chapter Executive/Board.

Motion: To approve the Chapter Support Fund request from the Technology and Innovative Solutions in Counselling Chapter with the recommendations.

Moved by Nicholas Renaud. Seconded by Joyce Milligan.

1 Abstention.

CARRIED

6. BC Workshop Update

- The final report on the BC Workshops was presented by Barb MacCallum.
- The report included the results from the feedback survey that was sent to participants.
- Dialogue with the students was especially informative.
- If CCPA provides similar workshops again, a higher fee should be charged to avoid no-shows.
- Most participants did not stay for the networking portion of the event.
- The northern and central interior communities (e.g., Kamloops, Kelowna and Prince George) were extremely grateful for the professional development opportunity in their area.
- A Regional Development Fund application was suggested to conduct professional development events outside of major city centres.

7. Research Conference Update

- The final report on the Research Conference was presented by Nicole Boisvert.
- The reported included results from the feedback survey that was sent to participants.
- Thank you to the Alberta/NWT Chapter, in particular, Kathy Offet-Gartner, Shelley Skelton and Nicole Imgrund, for their assistance in planning and recruiting volunteers.
- Overall, the feedback was very positive.
- The conference was better attended than past research conferences, with almost double the participants.
- Feedback and first-hand experience indicated that there were logistical issues with the venue.
- The sessions in “Ted-talk” style were a success and will be considered for the CCPA 2018 Annual Conference in Winnipeg, MB.
- Kathy Offet-Gartner shared information about the award that was presented to Blythe Shepard during the Research Conference for Blythe’s work on creating and supporting the Alberta/NWT Chapter.
- Nicole Boisvert will send the Directors information regarding the award.

Motion: To thank the Alberta/NWT Chapter for their significant contributions to the 2016 CCPA Research Conference.

**Moved by Marion Clorey. Seconded by Joyce Milligan.
1 Abstention.
CARRIED**

8. Awards Motions

- The motion regarding a Board member’s eligibility for awards was tabled, to be brought forward at a future board meeting.
- A request for supplemental data to substantiate the facts claimed in the report will be sent to the Awards Committee.
- The Awards Committee worked hard to revise the criteria and rubrics from all odd-year awards to standardize the awards and make criteria/requirements clearer.
- The next step for the Awards Committee is to review the even-year and special awards.
- A new award has been created for Student Representatives.
- This award will be made available for the 2018 award season and the amount awarded will be \$450.

Motion: To approve the changes to the criteria and rubric for the odd year awards as presented, including the new student representative award.

**Moved by Tracy Duffy.
Seconded by Jen Rowett.
CARRIED**

Motion: To amend the language of the master’s thesis and doctoral dissertation awards to indicate that “The author must have been a CCPA member in good standing at the time of completion of the thesis/dissertation”, effective immediately.

**Moved by Kathy Offet-Gartner. Seconded by Vicki-Anne Rodrigue
CARRIED**

9. Hill Day/Meetings with National Indigenous Organizations

- Directors that attended the Hill Day and meetings with national Indigenous organizations provided highlights and learning experiences.
- Andrea Currie did an excellent job in her presentation to the media on the need for Indigenous services.
- Participants felt that more preparatory work was needed before going into the meetings.
- The approach at each meeting is very different based on whether the meeting is with an MP, a senator or an organization.
- Most people that participants met with were very well informed about Indigenous issues.
- Participants felt that the meetings were a good expenditure of time and financial resources.
- It was extremely important to have Indigenous representation at the meetings to provide personal and concrete examples and experiences about Indigenous mental health needs and issues.
- The CCPA Issue Paper on the need for Indigenous services is being printed professionally and Directors can request copies be mailed to them.

10. Information Items.

Natasha Caverley provided updates on the following items:

CACEP

- A site visitor's workshop will be held on the pre-conference day at the CCPA 2017 Conference in May 2017.
- Bill Borgen and Sharon Robertson will be reviewing applications to participate in the workshop to ensure that applicants meet the requirements and that they will provide a commitment to being a site visitor.
- The CACEP Advisory Committee will meet on November 25 and 26, 2016 to review the standards.
- Blythe Shepard, Sharon Robertson and Pam Patterson (members of the CACEP Advisory Committee) met with Carole Bobby from CACREP during the WACES conference to discuss the new CACREP standards and related program updates and trends in counsellor education accreditation.
- CACREP gave a presentation on the revisions to the program.

Board Elections

- Directors were reminded that Board applications are due on December 15, 2016. At the time of this update, there have been no applications for the President-Elect position.
- Many members who were approached to apply for the position of President-Elect seem to be wary of the workload involved in being President of CCPA.
- The webinar "So you want to be a Board Member" has been recorded and can be shared with members.
- Anyone interested in becoming a Director is welcome to contact Barbara MacCallum or Blythe Shepard with any questions or concerns.

President's Award

- Mary Walsh's name has been put forward as the recipient of the 2017 CCPA Professional Champion Award.
- Mary Walsh is an actress and an ambassador for Bell's Let's Talk campaign.
- She is from Newfoundland and is in recovery from alcohol addiction.
- Mary does a lot of advocacy for mental health and is an Honorary President for the Canadian Psychological Association.
- Nicole Boisvert will follow up with Mary to see if she can attend CCPA's annual conference in May 2017 to receive the award.

2017 Conference

Nicole Boisvert provided an update on the following:

- Nutrition breaks will be minimal due to high fees being charged by the hotel.
- A suggestion was made to include a message on the registration page that hotel fees are too high to provide substantial, healthy breaks.
- It is hoped that registration will be higher than past conferences due to the partnership with the Newfoundland and Labrador Counsellors' and Psychologists' Association (NLCPA).
- However, the conference budget is based on historical CCPA registration numbers.
- CCPA received a standard number of proposals, but less poster sessions than usual.
- Presenters will be notified soon of the outcome of their proposal.
- Memorial University will be sponsoring the conference kits.

11. Budget Process Review

- Barb MacCallum provided an overview of the budget process and timelines.
- The operating budget represents normal day to day activities that support the work of the association and it is always presented as a balanced budget.
- Special funding from the reserve is provided for special or one-time projects.
- The budget will be sent to the directors by December 15, 2016 for review.
- Directors have until January 12, 2017 to ask questions.
- Questions can be submitted to Barb MacCallum or Nicole Boisvert via email or phone.
- The budget will be discussed and a motion to accept the budget will be considered at the January 18, 2017 Board meeting.

Sunday, November 20, 2016

Agenda Amendment

Motion: To add award motions to the agenda prior to the committee meetings.

**Moved by Kathy Offet-Gartner. Seconded by Bill Thomas.
CARRIED**

12. Proposed Action Plan for Research Task Group Position Paper

- Natasha reviewed the intended purpose of the Position Paper.
- The proposed action plan developed by the sub-committee was discussed.
- The proposed plan recommends two levels of peer review; one to review the research portion, the other to review the recommendations.
- Sample questions for peer reviewers have been developed and were presented to the Board.
- Discussion occurred as to whether or not the Position Paper adequately represents the views of all groups.
- It was noted that examples in the paper should come from all groups, not just one or two marginalized groups.
- There was support for including testimonials from people who have lived experiences of concerns raised by paper.
- The Board recognizes the amount of work of the Sub-committee, especially in reframing some of the original recommendations from the Position Paper.
- Chapters will be asked to participate in the research portion of the peer review.
- There appears to be a disconnect between the paper and the recommendations.
- Directors expressed being uncomfortable with the original recommendations.
- The tone of the paper seems negative and accusatory.
- Should the Board consider having a third-party write a response paper?
- Permission has not been given to the authors to publish the paper as presented.
- A suggestion was made for a special edition of CJCP where the original paper is presented and followed by rebuttals and responses.
- The question of ownership of the paper arose.
- CCPA commissioned the paper; the authors are members of CCPA.
- The authors were not paid as is typical with commissioned work and the terms of reference does not clearly state who owns the paper.
- In the future, this needs to be made clearer.
- The spiritual care component was not included in the paper.
- The authors were allowed more time to include this component but they indicated they did not want to continue the work.
- The authors did not interview or research what CCPA is currently doing before making recommendations.
- This topic will become a standard information item for updates.
- Natasha Caverley will extend an invitation for other Board members to join the sub-committee and will check in with Kathy Offet-Gartner and Vicki-Anne Rodrigue to make sure they are willing to continue being part of the Research Task Group Sub-Committee.

- It was suggested that CCPA's current status regarding the recommendations be documented. The ways in which CCPA is currently responding to these issues will also be documented.

Motion: To approve proposed action plan for Research Task Group Position Paper as presented.

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

13. COMPASS

- Michel Turcotte provided a brief history on COMPASS and the national exam.
- COMPASS is requesting an extension on the loan from CCPA.
- Michel Turcotte provided repayment estimates for the loan.
- These estimates are over and above the royalties paid to CCPA.
- If CCPA does not extend the loan, COMPASS would have two options:
 - a. Refinance (with CCPA's permission) and obtain a loan from a bank to repay CCPA.
 - b. Cease operations and shut down.
- The royalties are perpetual, not just for the time of the loan. They are based on gross revenue.
- CCPA owns the COMPASS trademark and intellectual property and licenses them to COMPASS.
- COMPASS is a non-for-profit organization.
- The Board of COMPASS is independent of CCPA.

Motion: To extend the COMPASS loan due date to April 15, 2019.

**Moved by Joyce Milligan. Seconded by Kimberly Young.
CARRIED**

14. Awards Motion

- Blythe Shepard left the room.
- The CCPA Honorary Life Membership is awarded to members who make considerable contributions to the aims of CCPA.
- Blythe Shepard has been on the CCPA Board of Directors for twelve years.
- She was the chief architect in developing the AB/NWT Chapter and served on the Executive of the Career Development Chapter and the Social Justice Chapter.
- She chaired the Certification Committee for four years and has been a member of the BC Task Group for over ten years.
- She was one of the chief architects in developing the Counsellor Competency Profile and the Supervision Certificate Program.
- She co-edited *The Supervision of Counselling and Psychotherapy Handbook: A Handbook for Canadian Certified Supervisors and Applicants.*

Motion: To award the CCPA Honorary Life Membership to Blythe Shepard.

Moved by Bill Thomas. Seconded by Kathy-Offet Gartner

CARRIED

- Blythe Shepard returned to the meeting.
- The Awards Committee presented two new awards: the Unsung Hero(s) Award and the Humanitarian Award.
- These would be special awards requiring the recommendation of the Executive and the support of 2/3 of the Board of Directors.
- One of the objectives from our CCPA Strategic Leadership Plan (adopted in November 2015) was to “develop ‘leaders of tomorrow’ within CCPA” which included the creation of new awards such as a “Humanitarian award” and/or related recognition.
- Unsung Hero(s) Award: This award will recognize special individuals within CCPA membership, who have gone above and beyond the call of duty. These individuals have taken part in an inspirational activity for those in need or for someone unable to do things for themselves. These individuals have contributed their commitment and time without expectation of compensation or recognition. This award acknowledges their extraordinary contributions. Through these contributions, these members exemplify the vision/mission of CCPA and advancement of the counselling profession as a whole.
- Humanitarian Award: The CCPA Humanitarian Award recognizes the spirit of good will and humanitarianism in CCPA members. Specifically, these individuals have demonstrated the spirit of humanity in a local, national or international capacity by contributing to one or more of the following:
 - Mutual understanding and cooperation among citizens;
 - Alleviation of human suffering;
 - Mental health and well-being;
 - Social justice and enhancement of human dignity;
 - Respect for diversity.

Motion: That the Board approve to skip the normal review process for the Unsung Hero(s) Award and the Humanitarian Award.

Moved by Joyce Milligan. Seconded by Kimberly Young.

3 Abstentions.

CARRIED

Motion: To approve and implement the Unsung Hero(s) and Humanitarian special awards for the 2017 Conference.

Moved by Jen Rowett. Seconded by Michel Turcotte.

CARRIED

15. Committee Reports

Awards Committee

- Tracy Duffy provided an update on the work of the Awards Committee in reviewing the criteria and rubrics for the odd-year awards.
- The Committee will be working on reviewing the even-year and special awards criteria and rubrics.
- If anyone is interested in chairing the adjudication committees for the master’s thesis or doctoral dissertation awards, they should contact Tracy Duffy.

Global Partnerships Committee

- The Committee prepared a presentation for the IAC Conference.
- IAC can be a great tool for the Committee and the IAC roundtables are great resources.
- There is one external member on the committee which can be difficult since they are not able to meet the committee in person during the Board meetings.
- There currently are no ongoing projects.

Governance Committee

- The Committee is focusing on the recruitment calls for regional and Indigenous director positions.
- The Committee reviewed and approved new wording for the Ethics Declaration.
- Legal counsel and CCPA's Ethics Committee Chairs were consulted.
- The Committee considered the Ethical Complaints wording in reference to the policy of retaining files.
- A motion was previously tabled regarding this policy, pending further research.
- Recommendations have now been sent from the Governance Committee to the Quality Assurance Committee.
- The Committee decided it would not comment on whether or not specific interventions were included in CCPA's scope of practice.
- National Office identified that these types of decisions regarding interventions are necessary for insurance purposes.
- When future questions arise, National Office will collect the information as to the training and research behind a particular intervention and provide it to the Governance Committee who will make a judgement on whether or not the intervention should be included in the scope of practice.
- The Committee recommended a policy regarding use of legal names.
- These recommendations have been provided to the Quality Assurance Committee for review.
- The Committee reviewed the CEO evaluation forms and recommendations were provided to the Quality Assurance Committee for review.
- Future priorities of the Committee include review of the Indigenous Director appointment procedures.

Quality Assurance Committee

- The Committee has received and reviewed a few inquiries from National Office with relation to continuing education credits.
- The Committee reviewed the awards motions that were presented to the Board as well as the proposed changes to the CEO evaluation forms.
- Nicole Boisvert will touch base with Joyce Milligan about setting up a workspace for the committee.

Risk Management Committee

- There are no new risks to report.
- The risk management report is being updated.

16. Adjournment

- Natasha Caverley asked the Directors to share thoughts about items that they would have liked to know at the beginning of their term.
- Ideas that arose included:
 - A summary of important topics that the previous board discussed.
 - Information about the workspaces in the database.
 - To ask “what’s the history behind that?”
 - How rewarding it is to serve on the board and the connections and relationships that would be made.
 - To review the Governance Manual about three months into their term.
 - To explore the CCPA website in depth.
 - The purpose of each committee to better decide which committee to be on.
 - A running list of FAQs from Board members.

Motion: To adjourn the meeting.

**Moved by Kathy Offet-Gartner. Seconded by Bill Thomas.
CARRIED**

President

Date

Summary of Motions

Motion: To approve the agenda as amended.

**Moved by Vicki-Anne Rodrigue. Seconded by Bill Thomas.
CARRIED**

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

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

Motion: To approve the Chapter Support Fund request from the Technology and Innovative Solutions in Counselling Chapter with the recommendations.

**Moved by Nicholas Renaud.
Seconded by Joyce Milligan.
1 Abstention.
CARRIED**

Motion: To thank the Alberta/NWT Chapter for their significant contributions to the 2016 CCPA Research Conference.

**Moved by Marion Clorey.
Seconded by Joyce Milligan.
1 Abstention.
CARRIED**

Motion: To approve the changes to the criteria and rubric for the odd year awards as presented, including the new student representative award.

**Moved by Tracy Duffy.
Seconded by Jen Rowett.
CARRIED**

Motion: To amend the language of the master's thesis and doctoral dissertation award to indicate that "The author must have been a CCPA member in good standing at the time of completion of the thesis/dissertation", effective immediately.

**Moved by Kathy Offet-Gartner.
Seconded by Vicki-Anne Rodrigue.
CARRIED**

Motion: To add award motions to the agenda prior to the committee meetings.

**Moved by Kathy Offet-Gartner.
Seconded by Bill Thomas.
CARRIED**

Motion: To approve proposed action plan for Research Task Group Position Paper as presented.
Moved by Michel Turcotte.
Seconded by John Driscoll.
2 Abstentions.
CARRIED

Motion: To extend the loan due date for COMPASS to April 15, 2019.
Moved by Joyce Milligan.
Seconded by Kimberly Young.
CARRIED

Motion: To award the CCPA Honorary Life Membership to Blythe Shepard.
Moved by Bill Thomas.
Second by Kathy Offet-Gartner.
CARRIED

Motion: That the Board approve to skip the normal review process for the Unsung Hero(s) Award and the Humanitarian Award.
Moved by Joyce Milligan.
Seconded by Kimberly Young.
3 Abstentions.
CARRIED

Motion: To approve and implement these two new special awards for the 2017 Conference.
Moved by Jen Rowett.
Seconded by Michel Turcotte.
CARRIED

Motion: To adjourn the meeting.
Moved by Kathy Offet-Gartner
Seconded by Bill Thomas.
CARRIED

Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	4a	The Quality Assurance Committee will review a new resource for the Talking Can Help website.	ASAP	Chair of Quality Assurance Committee
2	4a	In consultation with the Counsellor Educators Chapter, develop a list of CCPA member counsellor educators at each university to facilitate the planning of student presentations.	February 2017	National Office
3	4b	Look into the possibility of conducting a presentation on the certification requirements at the School Counsellors Chapter's AGM in 2017.	ASAP	National Office
4	4b	Include a thank you message to the Chapters and highlights of their work in the next President's message in Cognica.	December 2016	Natasha Caverley
5	4e	Explore the possibility of submitting a Regional Development Fund application for face-to-face workshops in northern areas.	April 2017	National Office
6	5	Contact Dan Mitchell regarding approval and suggestions for Chapter Support Fund Application.	ASAP	National Office
7	7	Share document and photos from the Blythe Shepard award with the directors.	ASAP	National Office
8	14	Advise COMPASS of the loan extension.	ASAP	National Office
9	14	Consult with legal counsel to see if an amendment is required to the CCPA/COMPASS loan agreement.	ASAP	National Office
10	15	Update awards page on website to reflect two new awards.	ASAP	National Office
11	16	Coordinate with Joyce Milligan about setting up a Workspace for the Quality Assurance committee.	ASAP	National Office