

**CCPA Board Meeting
May 14-15, 2017
St. John's, NL**

**May 14, 2017
13:00-17:00 (ET)**

Present: John Driscoll (Chair), Natasha Caverley, Bill Thomas, Michel Turcotte, Kathy Offet-Gartner, Madeleine Lelievre, Andrea Currie, Marion Clorey, Jen Rowett, Vicki-Anne Rodrigue, Nicholas Renaud, Leah Lewis, Carrie Foster, Kimberly Young (May 15 only), Serge Hall, Barbara MacCallum (Secretary)

Regrets: Joyce Milligan

Guests: Blythe Shepard, Kim Hollihan, Karina Albert

Welcome

- John Driscoll welcomed everyone to the Board meeting.
- May 14, 2017 8:30-13:00 consisted of an orientation to the Board.

Agenda

1. Approval of Agenda
2. Acceptance of the April 19, 2017 Minutes
3. Conflict of Interest
4. Audited Financial Statements
5. Appointment of Secretary
6. Appointment of Treasurer
7. CACEP
8. Regional Development Application for Leadership Forum
9. Regulation Across Canada
10. Advocacy Initiatives
11. COMPASS
12. Research Paper
13. Secretary Position
14. CCPA Website
15. Conferences
 - 2017
 - 2018
 - 2019
 - 2020
16. Decision-Making Process
17. Indigenous CEC Project
18. Chapter Liaisons
19. Preparation for AGM
20. Standing Committees

21. Committee Meetings
22. Next Meeting
23. Adjournment

1. Approval of the Agenda

Motion: To approve the agenda as presented.

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

2. Acceptance of Minutes

Motion: To accept the minutes of the April 19, 2017 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Bill Thomas. Seconded by Marion Clorey.
CARRIED.**

3. Conflict of Interest

- All attendees confirmed that they did not have a conflict of interest with regard to any of the agenda items.
- A declaration of conflict may be made at any time during the meeting.

4. Audited Financial Statements

- Michel Turcotte provided an overview of the 2016-2017 financial statements and the auditors report.

Motion: To accept the Audited Financial Statements and the Auditors report for the period from February 1, 2016 to January 31, 2017 as presented.

**Moved by Michel Turcotte. Seconded by Serge Hall.
1 ABSTENTION
CARRIED.**

5. Appointment of Secretary

- Anyone on the Board may volunteer or be nominated to be the Secretary.
- Normally the Secretary is the CEO or another member of the National Office staff.
- Vicki-Anne Rodrigues (Ontario Francophone Director) volunteered for this position.

Motion: To appoint Vicki-Anne Rodrigue as the Secretary for the 2017—2019 term of office.

**Moved by Meredith Henry. Seconded by Andrea Currie.
CARRIED.**

- There was a procedural error in that there was not opportunity to discuss the motion prior to the vote.
- Further discussion occurred and it was noted that the position of Secretary could be quite onerous and would put an undue burden on a Board Member.
- Other duties of Board Members should have priority.

- It was also noted that the Secretary is non-voting position which would again restrict the work of the Board Member.
- It was agreed that the Executive would review the situation and ramifications of a Board Member becoming the Secretary.
- The matter will be re-introduced on May 15, 2017.

Motion: To reconsider the appointment of the Secretary.

**Moved by Carrie Foster. Seconded by Madeleine Lelievre.
CARRIED.**

6. Appointment of Treasurer

- There are two nominees for the position of Treasurer: Michel Turcotte and Bill Thomas.
- Each nominee was invited to address the Board to indicate their experience related to the position of Treasurer.
- A secret ballot was then taken.
- Michel Turcotte received the majority of votes and therefore was elected as the Treasurer for the 2017-2019 term of office.

7. CACEP

- Natasha Caverley provided a summary of the CACEP Rejuvenation project.

Mandate of the Council

- To oversee and manage the CCPA accreditation program, which involves providing professional and arm's-length evaluation of counsellor education programs.
- To develop policies and procedures pertaining to the operation of the Council and to make recommendations regarding these to the CCPA Board of Directors.
- To periodically review the CCPA Accreditation Procedures and Standards and to make recommendations for change to the CCPA Board of Directors.
- To develop and implement a program for training site visitors.
- To develop documents and instruments needed to administer the accreditation program
- To provide consultation to counsellor education programs.
- To provide information to the President of the institution applying for accreditation, regarding the outcome of the institution's application;
- To interact through the CCPA President with other elements of the CCPA governance structure on matters related to accreditation.
- To develop marketing strategies to interest universities in the accreditation of their counsellor education programs.
- To cooperate with provincial and federal institutions and agencies and other professional groups in promoting high standards of counsellor education.

Role of the Board

- The Board approves any modification to the CCPA Accreditation Procedures and Standards for Counsellor Education Programs.
- The Board approves the appointment of Council members and Chair upon the recommendation of the Council.

- The Board approves the annual budget for the Council.
- The Board delegates authority over accreditation matters to the Council in order to avoid the perception of any influence of or interference with the accreditation decisions of the Council.
- The Board does not know who is currently seeking accreditation and is not involved in the evaluation of institutions seeking accreditation.

Policy on the Oversight of Partnerships with External Committees of CCPA

- The activities of the entity are fully in accordance with the Association's legal requirements and mandates;
- The finances related to the support of the external entity are fully accounted for and in full compliance with established agreements, business practices, and economic sustainability;
- The activities of the external entity are conducted in the most efficient and effective manner, and duplications and inefficient use of resources are avoided;
- Together, the CCPA and the external entity adhere to the highest standards of professionalism, integrity and ethics—preventing any actual or perceived undue influence by said external entities; and
- The external entities conduct their business and related activities in the best interests of the CCPA and consistent with the tenets of a non-profit organization.

Accredited Institutions

- University of British Columbia – M.A. Counselling Psychology (June 2006)
- University of British Columbia – M. Ed. Counselling Psychology (June 2006)
- Acadia University – Master of Education in Counselling (March 2009)
- Trinity Western University – M.A. Counselling Psychology (March 2012)

CACEP Rejuvenation

- **Purpose:** In the spirit of continuous improvement/quality assurance, there is an expressed need and urgency in rejuvenating and revitalizing CACEP – from a strategic, operational, financial and cultural perspective as a recognized program for the CCPA membership.
- **Status:** Since its inception in 2003 to present, CACEP has accomplished the following in terms of accrediting counselling education programs in Canada: Four graduate counselling psychology programs are currently accredited; and three other graduate counselling psychology programs are working towards becoming accredited.
- **CCPA Board Oversight Parameters:** The CCPA Board of Directors has oversight (via CCPA Board Policy Directive 12.9) of all external committees and councils of CCPA and must exercise risk management. Also, by way of a board motion in November 2014, the CCPA Board of Directors recognizes the need for a CACEP “rejuvenation” process, and the need for greater oversight of CACEP in order to fulfill the Program's mandate on behalf of CCPA members.

CACEP Advisory Committee

- Bill Borgen, CACEP Co-Chair
- Natasha Caverley, CCPA President

- José Domene, Counsellor Educator Chapter Member
- John Driscoll, CCPA President-Elect
- Barbara MacCallum, CCPA CEO
- Pam Patterson, Counsellor Educator Chapter Member
- Sharon Robertson, CACEP Co-Chair
- Blythe Shepard, CCPA Past President

Steps Taken

Completion of Phase One Data Collection

- Data Collection – understanding CACEP and the current counselling professional landscape in Canada.
- Increase engagement of counsellor educators
 - Conducted survey of master's level counselling programs in Canada
- Understand CACEP site visitors' needs with regards to program accreditation – process, administration and operational perspectives
 - Interviewed site visitors and accredited program leads or designates

Phase Two: CACEP Transformation

- Build CACEP site visitor capacity
 - Held a pre-conference site visitor training workshop
- Review and Revision of CACEP Standards
 - Reviewed over 40+ cross-jurisdictional documents with regards to entry-to-practice competency profiles, counsellor education or related accreditation standards of graduate level programs
 - Consulted international counsellor education colleagues – e.g., Carol Bobby – CACREP Lead/Champion; Western Association for Counselor Education and Supervision, Australian Counselling Association and New Zealand Association of Counsellors
 - Convened a meeting to review the current CACEP Standards in light of current literature, CCPA certification requirements, the provincial regulatory landscape across Canada and cross-jurisdictional consultations
- Investing in CACEP
 - Supporting quality assurance of master's level counsellor education programs in Canada
 - Making a “business case” for counsellor education from a national/pan-Canadian perspective
 - Updating the CACEP standards to recognize such areas as diverse counsellor education program priorities and delivery methods, and reflecting current and emerging core concepts and competencies in counselling and psychotherapy
 - Positioning counsellor education accreditation in a changing regulatory landscape
 - Recognizing the need to “market” CACEP in relation to the urgent need for professional, competent and ethical counsellors in society
 - Programs in Canada approximately 67.
 - Potential institutions for future CACEP accreditation (N=20 approximately)

8. Regional Development Fund Application: Leadership Forum

- In 2015, CCPA held its first Leadership Forum whose purpose was to build leadership capacity.
- The program was extremely successful with 9 out of 11 participants currently in leadership roles within CCPA.
- Meredith Henry (NB Anglophone Director) spoke about her very positive experience while participating in the program and indicated that it had been extremely valuable in developing her leadership skills and increasing her knowledge of CCPA.
- Kim Hollihan provided an overview of the plans for the 2017 Forum should it be approved.

Motion: To approved the Regional Development Fund Application for the 2017 Leadership Forum.

Moved by Meredith Henry. Seconded by Bill Thomas.

CARRIED.

9. Regulation Across Canada

- Barb MacCallum provided an overview of the status of regulation across the Canada.
- The details are contained in the document provided in the Board binders.
- The most recent news is that New Brunswick will have its College proclaimed on June 1, 2017.

10. National Advocacy

- Kim Hollihan described the advocacy initiatives being undertaken by CCPA.
- CCPA has established a list special days/weeks for which press releases will be distributed.
- Board members are invited to put their names forward as a spokesperson for these special days/weeks.
- Training will be provided by Impact Public Affairs before any interviews are undertaken.
- CCPA has been invited to speak to the Liberal Caucus on Mental Health twice.
 - Andrea Currie and Jamie Warren presented on Indigenous mental health issues
 - Lorna Martin presented on Youth Mental Health and the Justice system.
- CCPA belongs to HEAL (a council at which all major health groups are represented e.g. CMA, CNA, CPA (Psychology and Psychiatry) etc.)
- This group advocates at the federal level regarding funding for the health care system.
- Kim attends the quarterly meeting of this group.
- CCPA is a member of CAMIMH (Canadian Alliance of Mental Illness and Mental Health) and participates in the Faces of Mental Health campaign and the Champions Awards campaign.
- CCPA has been involved with Military Family Services (MFS) and the Vanier Institute to produce a resource for School Counsellors to assist the children of military families when they transition to a new school.
- This resource will be launched at this conference.
- CCPA National Office Staff will be provided with one day of cultural safety training in August 2017.
- Bill Thomas, Jamie Warren and Andrea Currie will provide the training.
- It was noted that at the November Board meeting a discussion of cultural training safety and what CCPA's role could be with regard to the TRC will be led by Andrea Currie and Bill Thomas.

Adjournment of Day 1

Motion: To adjourn the meeting.

**Moved by Vicki-Anne Rodrigues. Seconded by Carrie Foster.
CARRIED**

**May 15, 2017
9:00-15:30**

11. COMPASS

- Barb MacCallum provided an overview of the status of COMPASS.
- COMPASS is a federally incorporated not-for-profit organization that is completely separate from CCPA.
- COMPASS has its own Board of Directors.
- CCPA holds the trademark and copyright associated with the COMPASS.
- COMPASS administers the high-stakes exam on behalf of those regulatory colleges in Canada wishing to use the examination.
- Three administrations of the exam have occurred.
- It was confirmed that the outstanding loan to CCPA would be fully repaid by COMPASS by April 2019.
- CCPA is currently receiving royalties from COMPASS.

12. Research Task Group

Background/Context

- In 2014, a series of informal discussions arose regarding the interplay amongst counselling ethics and standards of practice, social justice, religious freedom, human rights and the Canadian and provincial/territorial legal systems when they are not aligned in the context of counselling and psychotherapy.
- It is important to recognize that the Research Task Group Position Paper is deemed a “commissioned paper” as opposed to an academic paper.
- Specifically, the 2013—2015 CCPA Board of Directors requested and subsequently funded the Position Paper as part of its mandate (e.g., CCPA Objective 3.4 - To provide opportunities for counsellors and psychotherapists to develop and share best practices, research, position papers and professional development) to inform the Board on this topic.
- The commissioned paper was to be prepared based on a corresponding set of parameters as defined in a terms of reference.
- In principle, a commissioned paper is intended to be an authoritative report that informs readers concisely about a complex issue and presents the issuing body's philosophy on the given issue/matter.
- Ultimately, it is meant to aid readers in understanding an issue, solve a problem, or make a decision.

Research Task Group

- A Research Task Group was assembled and funded on the understanding that they would be the subject matter experts on the given topics to be explored.
- It is their point of view that the CCPA Board of Directors was seeking.
- The Task Group participation was to be balanced and its membership was to be inclusive and diverse with representation from the following CCPA populations:
 - Counsellor Educators Chapter;
 - Indigenous Circle;
 - Social Justice Chapter;
 - Spiritual and Pastoral Care Chapter;
 - Canadian Journal of Counselling and Psychotherapy (CJCP); and
 - Ethics Committee.
- During the Task Group process, there were resignations from the Task Group by the Spiritual and Pastoral Care Chapter, and the representative from CJCP.

Research Task Group Process

- Once select CCPA members self-identified as agreeing to engage in the Research Task Group process.
- This group
 - determined how it will function;
 - determined its own Chair based on the rules it developed;
 - developed its own schedule, tasks and accountabilities and reported this information to CCPA in writing;
 - was funded by CCPA for teleconference calls and one 2-day face-to-face meeting in Ottawa;
 - provided monthly progress reports;
 - determined its own strategy for locating and sharing research data; and
 - created an evidence-based position paper on the interplay amongst ethics, counselling standards of practice, social justice, religious freedoms, human rights and the Canadian and provincial legal systems when they are not aligned.

Research Task Group Position Paper – Review Process

- The draft Research Task Group Paper was submitted to CCPA in December 2015 with the CCPA Executive identifying that the preferred course of action was to review said paper at the April 2016 in-person Board of Directors' meeting.
- In April 2016, the CCPA Board of Directors discussed the draft Research Task Group Position Paper in terms of general impressions/feedback, strengths/opportunities and challenges/threats, and proposed next steps.
- As a result of the fulsome discussion by the CCPA Board on the draft Paper, Natasha Caverley (CCPA President) invited CCPA Board Directors to volunteer in participating on an ad hoc committee to develop the next steps for this project – i.e., how does CCPA manage the recommendations in the Position Paper and move ahead?
- The following Directors volunteered for the Research Task Group Sub-Committee:
 - Natasha Caverley,
 - John Driscoll,

- Kathy Offet-Gartner,
 - Kiraz Johannsen, and
 - Vicki-Anne Rodrigue.
- Natasha also invited CCPA Board Directors to provide further written reflections (in confidence) to her regarding the draft Position Paper by June 30, 2017.

Research Task Group Sub-Committee

- The Research Task Group Sub-Committee engaged in two teleconference calls (June 15, 2016 and August 25, 2016 respectively) to further reflect on the discussions arising from the April 2016 CCPA Board of Directors meeting focused on the draft Position Paper.
- Specifically, the goal of the Sub-Committee is to provide additional feedback on the draft Position Paper, further analyze the different components of the draft Position Paper, and develop an action plan for presentation to the CCPA Board of Directors at the November 2016 face-to-face Board meeting.
- In addition to the two teleconference calls, Sub-Committee members re-read the draft Position Paper and reviewed it from specific perspectives – e.g., human rights and legislation, social justice/social inclusion and implications to certification and the Council for Accreditation of Counsellor Education Programs (CACEP).
- An action plan for the draft Research Task Group Position Paper was adopted by the CCPA Board of Directors at the November 2016 Board of Directors' meeting in Ottawa, Ontario.
- Based on Research Task Group Sub-Committee discussions, it was agreed that the proposed next steps for the draft Research Task Group Position Paper will focus on:
 - articulating a position;
 - advancing select recommendations; and
 - distributing the Position Paper.

Research Task Group Action Plan

- Articulating a position on the given topic
 - **Purpose:** To engage in a peer review process as a means of constructively critiquing the draft Research Task Group Position Paper - assessing robustness and quality (of the draft position paper) by CCPA subject matter experts before the paper is published.
- Advancing select recommendations in the draft position paper
 - **Purpose:** Within the scope of CCPA and its purpose (according to its Constitution and By-Laws), to document progress already made or could be made by CCPA in the interplay amongst counselling ethics and standards of practice, social justice, religious freedom, human rights and the Canadian and provincial/territorial legal systems when they are not aligned in the context of counselling and psychotherapy
- Distributing the Research Task Group Position Paper
 - **Purpose:** Determine a communication pathway for making the Position Paper available to CCPA members.
- The CCPA Board will be updated on the progress of this initiative at each Board of Directors meeting.

13. Secretary Position

- A motion to reconsider the appointment of the Secretary was approved during the meeting yesterday.
- There was insufficient discussion on the matter prior to the motion being considered.
- The ambiguity in the current by-laws particularly 4.3.5 was noted.
- The ambiguity in the by-laws has been referred to the Governance Committee to review and suggest changes.
- After discussion the following motion was presented.
- The roles of the Executive members will be reviewed and circulated to the Board.

Motion: To appoint Barbara MacCallum as the Secretary for the 2017-2019 Board of Directors.

**Moved by Meredith Henry. Seconded by Carrie Foster
CARRIED**

14. Website Overview

- Karina Albert provided an overview of the CCPA website.
- Any questions can be directed to Karina or Andreea Andrei.

15. Conferences

2017 – St. John's, NL

- This conference is projected to have approximately 400 attendees.
- Registration for pre-conference opens on Tuesday morning.
- Booth Inspection Committee:
 - **May 17, 2017**
 - Serge Hall, Marion Clorey, Kathy Offet-Gartner
 - **May 18, 2017**
 - Nicholas Renaud, Meredith Henry, Bill Thomas.

2018 – Winnipeg, MB

- Planning is underway
- Keynotes are being finalized.
- The local steering committee will be presenting at the banquet and closing ceremonies regarding the theme of the conference.

2019 – Moncton, NB

- Venue has been selected.

2020 – Edmonton, AB

- Preliminary planning underway.

16. CCPA Decision Making Process (“Ball Toss Exercise”)

- The Board participated in an exercise to demonstrate the process by which changes to policies are made within CCPA.

17. Indigenous CEC Project

- In November 2014, Indigenous Director Bill Thomas raised the matter with the 2013—2015 Canadian Counselling and Psychotherapy Association (CCPA) Board of Directors to include Indigenous pathways for Continuing Education Credits (CECs).
- An ad hoc committee was struck to examine the possibility of developing criteria for granting CECs to Indigenous teaching and healing practices.
- These learning activities are not currently among the “events” typically acknowledged as professional development activities by CCPA.
- The Indigenous CEC Initiative is intended to develop an Indigenous-based continuing education evaluation process for CCPA certified members.
- Specifically, this project intended to:
 - map out an Indigenous CEC evaluation process for continuing education credits.
 - map out proposed Indigenous CEC evaluators’ knowledge, skills and abilities for said individuals to serve on an Indigenous CEC Review “panel”.
- The Indigenous CEC proposal was approved by the 2015-2017 Board of Directors.
- The next step is to form a selection committee whose job it will be to recruit the CEC Review panel.
- Volunteers were requested from the Board of Directors for this short-term committee work.
- Natasha Caverley will be leading the selection process so volunteers should identify themselves to her.

18. Chapter/Affiliate Liaisons

- Following are the Chapter and Affiliate Liaisons for 2017-2018.

Chapter/Affiliate Liaisons	Chapter Liaisons
PEICA	Marion Clorey
QCA	Carrie Foster
Manitoba	Joyce Milligan
NCR	Vicki-Anne Rodrigue and Nicholas Renaud
NS	Andrea Currie
AB/NWT	Kathy Offet-Gartner
BC	Madeleine Lelievre
Social Justice	Meredith Henry
Technology in Counselling	Michel Turcotte
Indigenous Circle	Andrea Currie/Bill Thomas
Pastoral in Spiritual Care	Vicki-Anne Rodrigues
Private Practitioners	Carrie Foster
School Counsellors	Marion Clorey
Animal Assisted Therapy	Nicholas Renaud and Carrie Foster

Career Counsellor	Kimberly Young
Counsellor Educators	Michel Turcotte
Creative Arts in Counselling	Leah Lewis
Post-Secondary Counselling	Meredith Henry

19. Preparation for AGM

- Barb MacCallum reviewed the agenda and protocols for the AGM which will be held on May 18, 2017.

20. Standing Committees

- The following Standing Committees were established.
- It should be noted that the President is a voting member of all Committees and the CEO is a non-voting member of all Committees.

Executive

- John Driscoll (Chair)
- Jen Rowett
- Natasha Caverley

Global Partnerships

- Andrea Currie
- Bill Thomas
- Kimberly Young
- Leah Lewis
- Carrie Foster
- Kim Hollihan (ex-officio)

Risk Management

- Jen Rowett (Chair)
- Michel Turcotte
- Serge Hall
- Meredith Henry

Governance

- Natasha Caverley (Chair)
- Michel Turcotte
- Bill Thomas
- Jen Rowett
- Vicki-Anne Rodrigue

Quality Assurance

- Joyce Milligan
- Nicholas Renaud
- Marion Clorey
- Madeleine Lelievre

Awards

- Kathy Offet-Gartner
- Nicholas Renaud
- Kimberly Young
- Vicki-Anne Rodrigues

21. Committee Meetings

- Committee meetings were held to begin the process of developing a work plan.

22. Next Meeting

- The next Board meeting will be held via teleconference on June 15, 2017 at 19:00 ET.
- Barb MacCallum will notify the Board if the meeting is not required.

23. Adjournment

Motion: To adjourn the meeting.

**Moved by Vicki-Anne Rodrigues. Seconded by Serge Hall.
CARRIED**

President

Date

SUMMARY OF MOTIONS

Motion: To approve the agenda as presented.

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

Motion: To accept the minutes of the April 19, 2017 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Bill Thomas. Seconded by Marion Clorey.
CARRIED.**

Motion: To accept the Audited Financial Statements and the Auditors report for the period from February 1, 2016 to January 31, 2017 as presented.

**Moved by Michel Turcotte. Seconded by Serge Hall.
1 ABSTENTION
CARRIED.**

Motion: To appoint Vicki-Anne Rodrigue as the Secretary for the 2017—2019 term of office.

**Moved by Meredith Henry. Seconded by Andrea Currie.
CARRIED.**

Motion: To reconsider the appointment of the Secretary.

**Moved by Carrie Foster. Seconded by Madeleine Lelievre.
CARRIED.**

Motion: To approved the Regional Development Fund Application for the 2017 Leadership Forum.

**Moved by Meredith Henry. Seconded by Bill Thomas.
CARRIED.**

Motion: To adjourn the first day of the Board meeting.

**Moved by Vicki-Anne Rodrigues. Seconded by Carrie Foster.
CARRIED.**

Motion: To appoint Barbara MacCallum as the Secretary for the 2017-2019 Board of Directors.

**Moved by Meredith Henry. Seconded by Carrie Foster
CARRIED**

Motion: To adjourn the meeting.

**Moved by Vicki-Anne Rodrigues. Seconded by Serge Hall.
CARRIED**

Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility
1	12	Provide input on Research Paper to Natasha Caverley	June 30, 2017	Board Members
2	13	Review by-laws related to the appointment of the Secretary	ASAP	Governance Committee