

**CCPA Board Meeting  
July 20, 2017  
Teleconference  
19:00-19:45 (ET)**

**Present:** John Driscoll (Chair), Natasha Caverley, Bill Thomas, Michel Turcotte, Kathy Offet-Gartner, Madeleine Lelievre, Marion Clorey, Jen Rowett, Vicki-Anne Rodrigue, Meredith Henry, Nicholas Renaud, Carrie Foster, Serge Hall, Barbara MacCallum (Secretary)

**Regrets:** Kimberly Young, Joyce Milligan, Leah Lewis, Andrea Currie

**Guest:** Kim Hollihan

**Welcome**

- John Driscoll welcomed everyone to the Board meeting.

**Agenda**

1. Approval of Agenda
2. Acceptance of the May 14-15, 2017 Minutes
3. Conflict of Interest
4. Nova Scotia Chapter By-Law Changes
5. Legislative Support Fund Application – Alberta
6. Information Items
  - CACEP Update
  - Research Task Group Committee Update
  - Leadership Forum
7. Committee Updates
8. Next Meeting
9. Adjournment

**1. Approval of the Agenda**

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

**Moved by Kathy Offet-Gartner. Seconded by Carrie Foster.  
CARRIED.**

**2. Acceptance of Minutes**

**Motion:** To accept the minutes of the May 14-15, 2017 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Serge Hall. Seconded by Meredith Henry.  
CARRIED.**

**3. Conflict of Interest**

- Kathy Offet-Gartner has a conflict with the Legislative Support Fund Application from the Alberta Chapter.
- A declaration of conflict may be made at any time during the meeting.

#### 4. Nova Scotia Chapter By-Law Changes

- A request was made to check with the Chapter to ensure that the current Executive understand the change in their length of term.

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

**Moved by Madeleine Lelievre. Seconded by Bill Thomas.  
CARRIED.**

#### 5. Alberta Legislative Support Fund Application

- The Alberta Chapter has requested \$10,000 from the Legislative Support Fund (LSF).
- The fund currently does not have \$10,000 in it.
- Barb MacCallum and Kathy Offet-Gartner provided an overview of the tremendous progress that has been made in Alberta with regard to regulation.
- It will be very important to maintain the momentum and these funds will provide the flexibility to do so.
- A funding formula similar to the one used in BC is being developed.
- This will charge each association for each member who is affected by regulation.
- However, the formula is not yet in place.
- Even with the funding formula CCPA will be the largest contributor due to the number of members that we have in Alberta compared to the other organizations.
- The Board also requested that a note of thanks be sent to those involved in the regulation efforts in Alberta.

**Motion:** To approve the addition of \$10,000 to the Legislative Support Fund.

**Moved by Michel Turcotte. Seconded by Carrie Foster.  
CARRIED  
1 ABSTENTION**

**Motion:** To approve the Alberta Legislative Support Fund Application as presented.

**Moved by Vicki-Anne Rodrigue. Seconded by Marion Clorey.  
CARRIED  
1 ABSTENTION**

#### 6. Information Items

##### CACEP Update

- It was recommended that the panel presentation on CACEP rejuvenation given at the conference be recorded.
- This was done using Bluejeans.
- The presentation is now uploaded and there is a link on the website to it.
- Directors were encouraged to review the panel presentation as it provides a good overview of CACEP and the rejuvenation project.
- The presentation is approximately 90 minutes.

- Bill Borgen and Sharon Robertson (CACEP Co-Chairs) conducted a ½ day Site Visitor's Workshop at the 2017 Conference.
- They are pleased with the quality and interest of the participants.
- The CACEP Rejuvenation Committee is currently working on updating the Standards.
- There have already been two meetings and two more are scheduled.
- Once the revisions are complete the next step is to conduct stakeholder consultations.
- There was a request to have an update about the project and revised standards placed in Cognica.

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

- Natasha is still compiling the feedback received from the peer reviewers.
- She is in the process of de-identifying the feedback.
- When she has completed this task, Natasha will reconvene a meeting of the sub-committee.

### **Leadership Forum**

- There have been four applications as of today.
- Directors are encouraged to advertise the Forum in their messages to their members.

## **7. Committee Updates**

### **Governance Committee**

- The following documents have been sent to the Quality Assurance Committee.
  - CEC – issue regarding when teaching can be counted as a CEC (will be sent tomorrow).
  - Indigenous Director Policy.
  - Revised Ethics Pledge.
- Wording with regard to the Senate has been developed and placed on the website.

### **Quality Assurance Committee**

- This Committee will meet on July 24, 2017 to review the documents received and to elect a Chair.

### **Awards Committee**

- Committee will consider revising the criteria for the Special Awards such that no one may self-nominate.

### **Risk Management**

- Committee is reviewing the document and will meet in the fall.

### **Global Partnerships**

- Bill Thomas has been in touch with David Paterson regarding IAC.

## **8. Next Meeting**

- The next Board meeting will be held via teleconference on August 17, 2017 at 19:00 ET.

9. **Adjournment**

**Motion:** To adjourn the meeting.

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

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President

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Date

## SUMMARY OF MOTIONS

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

**Moved by Kathy Offet-Gartner. Seconded by Carrie Foster.  
CARRIED.**

**Motion:** To accept the minutes of the May 14-15, 2017 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Serge Hall. Seconded by Meredith Henry.  
CARRIED.**

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

**Moved by Madeleine Lelievre. Seconded by Bill Thomas.  
CARRIED.**

**Motion:** To approve the addition of \$10,000 to the Legislative Support Fund.

**Moved by Michel Turcotte. Seconded by Carrie Foster.  
CARRIED  
1 ABSTENTION**

**Motion:** To approve the Alberta Legislative Support Fund Application as presented.

**Moved by Vicki-Anne Rodrigue. Seconded by Marion Clorey.  
CARRIED  
1 ABSTENTION**

**Motion:** To adjourn the meeting.

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

### Summary of Action Items

<b>Task Number</b>	<b>Minute Reference</b>	<b>Task</b>	<b>Date</b>	<b>Responsibility</b>
1	4	Check with NS Chapter regarding the change in by-laws and the current Executive.	ASAP	National Office
2	5	Send letter of congratulations to those working on Alberta regulations	ASAP	National Office
3	6	Encourage members to apply to the Leadership Forum	ASAP	Directors