

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

Present: John Driscoll (Chair), Bill Thomas, Michel Turcotte, Kathy Offet-Gartner, Madeleine Lelievre, Marion Clorey, Jen Rowett, Joyce Milligan, Leah Lewis, Carrie Foster, Serge Hall, Barbara MacCallum (Secretary)

Regrets: Kimberly Young, Andrea Currie, Natasha Caverley, Meredith Henry, Vicki-Anne Rodrigue

Guest: Kim Hollihan

Welcome

- John Driscoll welcomed everyone to the Board meeting and thanked them for accommodating the time change.

Agenda

1. Approval of Agenda
2. Acceptance of the September 21, 2017 Minutes
3. Conflict of Interest
4. Election Policy
5. Board Secretary
6. Chapter Support Fund Application – CE Chapter
7. Information Items
 - CACEP Update
 - Research Task Group Committee Update
8. Next Meeting
9. Adjournment

1. Approval of the Agenda

Motion: To approve the agenda as presented.

**Moved by Serge Hall. Seconded by Madeleine Lelievre.
CARRIED**

2. Acceptance of Minutes

Motion: To accept the minutes of the September 21, 2017 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Joyce Milligan. Seconded by Bill Thomas.
CARRIED**

3. Conflict of Interest

- Michel Turcotte indicated a conflict of interest related to the Chapter Support Fund application from the Counsellor Educators Chapter.
- A declaration of conflict may be made at any time during the meeting.

4. Election Policy

- A request was made to reduce the amount of time the polls are open for Board elections such that the results of the election would be known earlier in the year.
- The voting procedures have been in place since the Association was formed.
- Voting used to be carried out by mail (up until 2005) so time was needed to send the ballots out and receive them back.
- The ballots had to be in the mail by January 31 which gave members a month to receive the ballot, vote and mail the ballot back.
- With the increased integration of technology across various facets of the CCPA, processes such as elections are carried out by electronic vote (from approximately 2005 until present).
- Logistically, the following occurs between the close of nominations and the voting process:
 - Nominations close on December 15.
 - Candidates are notified if an election is to occur.
 - Candidates are asked to supply a candidate statement and picture by January 15.
 - Christmas occurs along with a CCPA National Office closure.
 - Candidates supply information by January 15.
 - Information translated into both official languages.
 - Voting system set up.
 - Notification of election is given by February 1.
 - Voting closes on February 28.
 - Several notices to vote are sent to members.
- There is recognition by CCPA National Office that this is prime vacation time in Canada – hence, this is a factor to consider in terms of ensuring adequate time for members to cast a ballot.
- In reviewing this issue the CCPA Governance Committee is unanimous in recommending that the current voting process and timelines as currently practiced by the Association are continued.
- The rationale for the recommendation is as follows:
 - There is no historical evidence or current complaints indicating that the current voting process has disenfranchised prospective candidates for the positions of Regional Director and President-Elect;
 - Voting results are shared with candidates in early March of the given election cycle approximately two months prior to the first board meeting of the new term of office – providing sufficient time, in the opinion of the Governance Committee, for elected candidates to prepare for (i) the first CCPA in-person board meeting, and (ii) subsequent board duties/responsibilities for the two year term of office;
 - The risks outweighed the benefits in terms of reducing the voting period to two weeks as the time of the year for the election may create barriers for CCPA members to vote as it is during the winter holiday time period.
 - Or, the voting process would have to occur prior to the winter holiday period – creating a possible scenario of an early fall election which could disenfranchise potential candidates in submitting their forms as this revised process would need to be

- commence in late summer to accommodate a two week voting period prior to winter holidays and CCPA National Office closure; and
- The four weeks for the election with several “friendly reminder” notifications during the one month voting period provides ample opportunity for CCPA members to (i) choose to vote; and (ii) make an informed decision about selecting a given candidate.
 - Although it was acknowledged that an earlier notification of the results would assist some candidates with regard to indicating to their place of work the dates required to attend the May Board meeting, the Board agreed to accept the recommendation of the Governance Committee.

5. Board Secretary By-Law and Policy

- During the May 14 and 15, 2017 CCPA National Board of Directors’ meeting, one of the items for review and decision was the appointment of the CCPA Board Secretary which occurs every two years at the start of each new term of office for the CCPA National Board of Directors.
- Based on discussions that occurred during the CCPA board meeting about this agenda item, it became apparent that there is ambiguity in the current CCPA by-laws about who can be appointed as a CCPA Board Secretary and the corresponding appointment process for same, particularly CCPA Bylaw 4.3.5 was noted.
- Based on the ambiguity in the CCPA by-laws regarding same, the CCPA Board agreed to have this matter referred to the CCPA Governance Committee to review and suggest changes.
- Further discussion during the May 14 and 15, 2017 CCPA National Board of Directors’ meeting highlighted the following implications:
 - that the position of CCPA Board Secretary could be quite onerous and would put an undue burden on a volunteer CCPA Board Member;
 - other duties of volunteer CCPA Board Members should have priority with regards to their responsibilities at and away from the CCPA board table; and
 - it was noted that the CCPA Board Secretary is a non-voting position which would restrict the work of the volunteer CCPA Board Member.
- The CCPA Governance Committee identified ambiguous language and related incongruencies in both the CCPA bylaws and policy about the Board Secretary role and appointment process.
- As such, the CCPA Governance and QA Committees are in full agreement with recommending the following revised wording in the CCPA bylaws and policy as noted below.

Motion: To amend by-law 4.3.5 to read:

4.3.5 – Appointed by the Board, the Secretary is a non-voting position filled by the Chief Executive Officer or a designated member of the CCPA National Office personnel that is recommended by the Chief Executive Officer. The Secretary shall be responsible for the custody of and maintenance of the records of the Association.

**Moved by Carrie Foster. Seconded by Serge Hall.
CARRIED**

Motion: To amend policy 2.5 (Description of the role of the Secretary to read as follows:

2.5 Secretary

The Secretary shall ensure that all secretarial functions are performed for the Board and Executive Committee, and that records are kept of all proceedings and transactions. The Secretary is the custodian, in terms of maintenance and safety, of the corporate seal and of all official books, papers, records, documents and correspondence of CCPA.

Specifically, the Secretary will:

- a) Attend all meetings of the Association, Board, and Executive Committee;
- b) Keep accurate minutes of the Board meetings, which includes recording of motions and decisions made at meetings;
- c) Distribute copies of the agenda for each meeting;
- d) Review and sign Board and Executive Committee minutes;
- e) Ensure that all notices of meetings are sent in accordance with By-laws and policies;
- f) Keep or cause to be kept, all documents, membership lists, and Board and Committee lists of the organization;
- g) Receive and read correspondence and bring it to the attention of the appropriate officer; and
- h) Carry out other duties as assigned by the Board.

**Moved by Marion Clorey. Seconded by Carrie Foster.
CARRIED**

6. Chapter Support Fund Application – Counsellor Educators Chapter

- The Executive of the Counsellor Educators Chapter is concerned that some CCPA members who seem to fit the Canadian Certified Counsellor (CCC) qualifications “in spirit” remain unable to qualify for a variety of reasons that include a challenge matching their education to the specified requirements.
 - One specific example seems to result from differences between the Francophone and Anglophone systems.
 - Other examples include counsellors who have been accepted by various regulatory colleges but not by CCC.
 - A third group comprises counsellor educators themselves who, in some cases, are not currently practicing as counsellors with clients and, therefore, are not able to meet some of the requirements in terms of hours.
- The Executive of the Counsellor Educators Chapter proposed a project that would provide resources and research to inform the Certification Committee regarding the first two groups.
- The Chair of that Committee has confirmed that a document / position paper would be useful to support a request for changes, helping to build a bridge between the French and English systems for CCC and also to provide mapping/cross-walking between the requirements of various regulatory bodies and the CCC designation.

Motion: To approve the Chapter Support Fund Application from the Counsellor Educators Chapter as submitted.

**Moved by Madeleine Lelievre. Seconded by Serge Hall.
CARRIED
1 ABSTENTION**

7. Information Items

CACEP Update

- Natasha Caverley and Barb MacCallum are currently working with CACEP Co-Chairs Bill and Sharon in preparing a recruitment call for one CACEP Council vacancy.
- This is a volunteer position.
- Bill Borgen and Sharon Robertson are planning to submit a 2018 conference proposal to carry out an interactive presentation about CACEP and the revised CACEP Standards.
- A similar presentation is planned for a pre-conference session with the Counsellor Educators Chapter. Bill is currently consulting with CE Chapter President (Roberta Neault) on same.
- Natasha and Barb are currently preparing a draft stakeholder consultation process “action plan” which will be reviewed and discussed by the CACEP Advisory Committee in November 2017.
- This process is intended to serve as a “peer review” of the revised CACEP Standards – tentatively to occur between December 2017 – April 2018.
- The proposed 2018 conference presentation(s) noted above are intended to serve as the “wind down” activities for the process.
- Bill and Sharon are planning two teleconference call sessions (October 28 and November 18 respectively) to conclude the final component of their CACEP site visitor training with approximately nine participants.
- Roberta Neault is interested in including an article (or brief summary) about CACEP in the next edition of the CE Chapter newsletter.
- Reference will be made to the CACEP webinar presentation that is currently available via YouTube.

Research Task Group

- The Research Task Group Sub-Committee is currently reviewing the confidential synthesized peer reviewer feedback.
- A Sub-Committee teleconference will occur prior to the in-person CCPA board meeting in November 2017.

8. Next Meeting

- The next Board meeting will be held in Ottawa on November 18-19, 2017.

9. Adjournment

Motion: To adjourn the meeting.

**Moved by Carrie Foster. Seconded by Leah Lewis.
CARRIED**

President

Date

SUMMARY OF MOTIONS

Motion: To approve the agenda as presented.

**Moved by Serge Hall. Seconded by Madeleine Lelievre.
CARRIED**

Motion: To accept the minutes of the September 21, 2017 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Joyce Milligan. Seconded by Bill Thomas.
CARRIED**

Motion: To amend by-law 4.3.5 to read:

4.3.5 – Appointed by the Board, the Secretary is a non-voting position filled by the Chief Executive Officer or a designated member of the CCPA National Office personnel that is recommended by the Chief Executive Officer. The Secretary shall be responsible for the custody of and maintenance of the records of the Association.

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- g) Receive and read correspondence and bring it to the attention of the appropriate officer;
and
- h) Carry out other duties as assigned by the Board.

**Moved by Marion Clorey. Seconded by Carrie Foster.
CARRIED**

Motion: To approve the Chapter Support Fund Application from the Counsellor Educators Chapter as submitted.

**Moved by Madeleine Lelievre. Seconded by Serge Hall.
CARRIED**

1 ABSTENTION

Motion: To adjourn the meeting.

**Moved by Carrie Foster. Seconded by Leah Lewis.
CARRIED**

Summary of Action Items

Task Number	Minute Reference	Task	Date	Responsibility