

**CCPA Board Meeting  
September 21, 2017  
Teleconference  
18:00-19:00 (ET)**

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

**Regrets:** Kimberly Young, Andrea Currie, Natasha Caverley

**Guest:** Kim Hollihan

**Welcome**

- John Driscoll welcomed everyone to the Board meeting.

**Agenda**

1. Approval of Agenda
2. Acceptance of the August 17, 2017 Minutes
3. Conflict of Interest
4. Regional Development Fund Application – Third Party Billing
5. Ethics Pledge Changes
6. Indigenous Director Policy
7. Chapter Support Fund Application – NCR Chapter
8. Information Items
  - CACEP Update
  - Research Task Group Committee Update
  - Leadership Forum
  - Presentation to the Finance Committee
9. Committee Reports
10. Next Meeting
11. Adjournment

**1. Approval of the Agenda**

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

**Moved by Kathy Offet-Gartner. Seconded by Leah Lewis.  
CARRIED**

**2. Acceptance of Minutes**

**Motion:** To accept the minutes of the August 17, 2017 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Madeleine Lelievre. Seconded by Marion Clorey.  
CARRIED**

### 3. Conflict of Interest

- Vicki-Anne Rodrigue indicated a conflict with the Chapter Support Application from the NCR Chapter.
- Bill Thomas indicated a conflict of interest with the Indigenous Directors Policy.
- A declaration of conflict may be made at any time during the meeting.

### 4. Regional Support Fund Application – Third Party Billing

- Kim Hollihan provided a summary of the project and also the public sector project that is currently being developed with Impact.
- Manitoba and New Brunswick will be used as pilot projects.
- Kim will contact the respective Regional Directors to have a more in-depth discussion about the project plans.

**Motion:** To approve the Regional Development Fund Application – Third Party Billing as presented.

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

### 5. Ethics Pledge

- The Ethics Pledge has been revised and has been through the appropriate committees.
- The new pledge has been reviewed twice by legal counsel.
- Barb MacCallum noted that the new pledge will take 1 year to be fully implemented.

**Motion:** To approve the revised Ethics Pledge as presented.

**Moved by Kathy Offet-Gartner. Seconded by Meredith Henry.**

### 6. Indigenous Director Policy

- The Indigenous Director Policy required clarification in some areas and this was completed and then circulated through the various committees.
- The term is for one year with a maximum of 4 terms.

**Motion:** To approve the changes to the Indigenous Director Policy as presented.

**Moved by Marion Clorey. Seconded by Serge Hall.  
CARRIED**

**1 ABSTENTION**

### 7. Chapter Support Fund Application – NCR Chapter

- Due to the date of submission of this application there was not sufficient time to present the application to the Executive Committee prior to the Board meeting.
- In this case the Executive Committee's role would have been to ensure that the application was complete and ready for review by the Board.

**Motion:** To allow an exception to the normal approval processes for the Chapter Support Fund Application submitted by the NCR Chapter.

**Moved by Joyce Milligan. Seconded by Michel Turcotte.**

**CARRIED**

## 1 ABSTENTION

- Vicki-Anne Rodriguez provided an overview the application.
- The application is requesting \$1,000 for an NCR Self-Care Day.
- The \$1,000 will allow the Chapter to heavily subsidize the event to keep the costs low for members.
- The event will be worth 6 CECs.
- There was a question regarding a possible conflict of interest related to the first speaker's acceptance of an honorarium for her presentation.
- Barb MacCallum indicated that she would have to look into this.

**Motion:** To approve the Chapter Support Fund Application from the NCR Chapter as presented.

**Moved by Michel Turcotte. Seconded by Kathy Offet-Gartner.**

**CARRIED**

**1 ABSTENTION**

## 8. Information Items

### CACEP Update

- The 8 CACEP Standards have been reviewed by the Committee.
- They have been updated and have been sent to the Committee for final review.
- Feedback is due by September 15, 2017.
- The Committee met on Monday, September 18, 2017 to discuss the stakeholder consultation process.
- There was also an update from Bill Borgen and Sharon Robertson regarding the next steps for the Site Visitors.
- The Board will be kept up-to-date via monthly reporting on the stakeholder consultation process.

### Research Task Group Sub-Committee Update

- Natasha Caverley has finished compiling the feedback received from the peer reviewers.
- She has distributed this to sub-committee members for review within one month.
- Natasha will then reconvene a meeting of the sub-committee.

### Leadership Forum

- All 16 candidates have accepted their invitation.
- All provinces with the exception of Manitoba have an attendee.
- There are no attendees from the Territories as there were no applications submitted.
- Barb MacCallum and Kim Hollihan are working on the agenda and will be meeting with the facilitator on September 22, 2017.

### Presentation to the House Finance Committee

- Kim Hollihan had the opportunity to present to the House Finance Committee today.
- The presentation went extremely well.
- This is a very important opportunity for CCPA.

## 9. Committee Updates

### **Governance Committee**

- This Committee is working on the changes to the by-laws and procedures regarding the appointment of the Board Secretary.

### **Awards Committee**

- This Committee is looking for a new member as Kimberly Young is on sabbatical and Nicholas has left the Board of Directors.

### **Quality Assurance**

- This Committee is looking for a new member as Nicholas has left the Board of Directors.

### **Global Partnerships**

- The Committee is determining which IAC Roundtables they would like to participate in.
- The next meeting will be on September 28, 2017.

### **Risk Management Committee**

- The Committee met and reviewed the Risk Management report.
- The report has been updated and is under final review.
- The report will be available at the November Board meeting.

## 10. Next Meeting

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

## 11. Adjournment

**Motion:** To adjourn the meeting.

**Moved by Leah Lewis. Seconded by Michel Turcotte.  
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 Leah Lewis.  
CARRIED**

**Motion:** To accept the minutes of the August 17, 2017 meeting as accurately reflecting the discussions and decisions of the Board.

**Moved by Madeleine Lelievre. Seconded by Marion Clorey.  
CARRIED**

**Motion:** To approve the Regional Development Fund Application – Third Party Billing as presented.

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

**Motion:** To approve the changes to the Indigenous Director Policy as presented.

**Moved by Marion Clorey. Seconded by Serge Hall.  
CARRIED  
1 ABSTENTION**

**Motion:** To approve the Chapter Support Fund Application from the NCR Chapter as presented.

**Moved by Michel Turcotte. Seconded by Kathy Offet-Gartner.  
CARRIED  
1 ABSTENTION**

**Motion:** To adjourn the meeting.

**Moved by Leah Lewis. Seconded by Michel Turcotte.  
CARRIED**

### Summary of Action Items

<b>Task Number</b>	<b>Minute Reference</b>	<b>Task</b>	<b>Date</b>	<b>Responsibility</b>
1	7	Investigate conflict of interest issue.	ASAP	National Office