

**CCPA Career Counsellors Chapter  
Annual General Meeting  
May 17, 2017, 16:45 NLT  
St. John's, NL**

1. **Welcome and Call to Order:** Teresa Francis

Rebecca Hudson Breen to take Minutes for the meeting. Attendance sheet circulated.

2. **Introductions.** List of those in attendance: Kylah Hennessey, Bill Borgen, Michael Huston, Kim Hollihan, Darlene Porter, Deanna Miles, Pat Wentzell, Roberta Neault, Clarence De Schiffart. One individual was not a member. Executive members in attendance: Teresa Francis, Rebecca Hudson Breen, Jen Davies, Dawn Schell.

3. **Motion to accept the agenda.** Teresa Frances reviewed agenda.

Moved: Jen Davies

Seconded: Michael Huston

Motion to accept the agenda passed.

4. **Approval of 2016 Minutes.** Minutes from the 2016 'Virtual' Chapter AGM were circulated and several minutes were allowed for these to be reviewed. No errors or omissions noted. Motion for approval of minutes.

Motion: Kim Hollihan

Seconded: Darlene Porter.

Motion carried.

5. **President's Report 2017.**

Copies of the report were provided to members.

Teresa Francis reviewed highlights of her president's report with sub-committee reports attached.

- Good news noted: Chapter membership has been steadily increasing and is currently at 265 members.
- 2016 priorities were reviewed and chapter finances were reported.
- Vance Peavy and Practitioner Grant award winners were announced.
- Canada Career Month and CCCD involvement reported.
- Conference activities, including Cannexus17 and CCPA pre-conference were reported.
- Teresa summarized progress on 2016-2017 Priorities
- Jen Davies summarized social media involvement
- Dawn Schell described blog post schedule and themes and design elements she has introduced.

Movement to accept report.

Moved: Roberta Nault

Seconded: Bill Borgen

Jenn Davies pointed out typo in date for French tweets (should read 2016)

Kim Holihan asked about amount of Practitioner Grant

Motion to accept report carried.

6. **Treasurer's report.** Teresa Francis presented treasurers report on behalf of Jo-Anne Willment, including the in-depth budget analysis that was completed this year.

Motion to accept Treasurers report

Moved: Jen Davies

Seconded: Michael Huston

Motion carried.

**7. Confirm executive members for 2017-2018.**

Teresa Francis presented the slate of officers (which is continuing the second year of terms)

Motion to accept slate of executive members.

Moved: Roberta Neault

Seconded: Kim Hollihan

Jen Davies encouraged individuals to become involved as there will be several openings on the executive next year.

Motion carried.

8. **Motion of Good Faith.** Based on the information presented, Teresa Francis requested a Motion of Good Faith (that the executive actions were done in good faith in the past year).

Moved: Kim Hollihan

Seconded: Michael Huston seconded. Motion carried.

9. **Member Survey.** Rebecca gave a brief summary of survey development in progress—the executive is developing a survey in order to help us best understand and meet the needs of our membership. Questions will allow us to get a snapshot of what chapter activities members are currently aware of, and where members would like the chapter executive to focus further energy or develop initiatives. This will also allow us to clarify best means and formats for communication. If you would like to be involved in the development of the survey, please come chat with us after.

**10. Call for further discussion items:**

Clarence de Schiffart raised topic of differentiating between career counselling and career development practitioners.

Nova Scotia is requesting help in clarifying these roles and is seeking feedback...

Defining terms—what is the difference between advising, rapport, and therapeutic alliance.

Government is hiring CDP's. Case studies on the web will help to differentiate the roles.

Notes that NCDA clearly differentiates and ties qualifications to role. What is the value added of hiring a trained counsellor/therapist. Counsellors also need to know career field better.

Roberta Neault suggested adding a survey question regarding this distinction/differentiation. Also, a question about career counselling competencies in the standards and guidelines. In career counselling is there enough focus on mental health. Do Members have any questions in their own workplaces that would benefit from research.

Bill Borgen agreed that career counsellor practitioner research focus is important—practitioners have the skills to observe, gather, collate information. Roberta Neault noted that there was a publication on 30-minute research or off the side of your desk research. Query project about updating or creating quick guide to operationalizing research.

Bill Borgen: Scopes of practice for all the titles under the career umbrella. People may or may not be doing counselling (vs. occupational advising). This lack of clarity exists within the profession.

Clarence: CCCD has agreed to re-write the S&Gs

11. **Motion to Adjourn.** Darlene Porter moved to adjourn.

Respectfully submitted:  
Rebecca Hudson Breen  
July 2017